

# Test Coordinator Training

*ACCESS and Alternate ACCESS for ELLs*  
*Rhode Island State Assessment Program*

December 2021



# Agenda

- Introduction and Context
- Part 1: Key State Policies
  - Roles and Responsibilities
  - Training
  - Test Security
  - Student Participation
- Part 2: ACCESS and Alternate ACCESS for ELLs
  - ACCESS Suite of Assessments
  - Tasks to Complete: Before, During, and After Testing
- Part 3: Accommodations and Accessibility Features
- Part 4: Resources



# Overview of the RI State Assessment Program

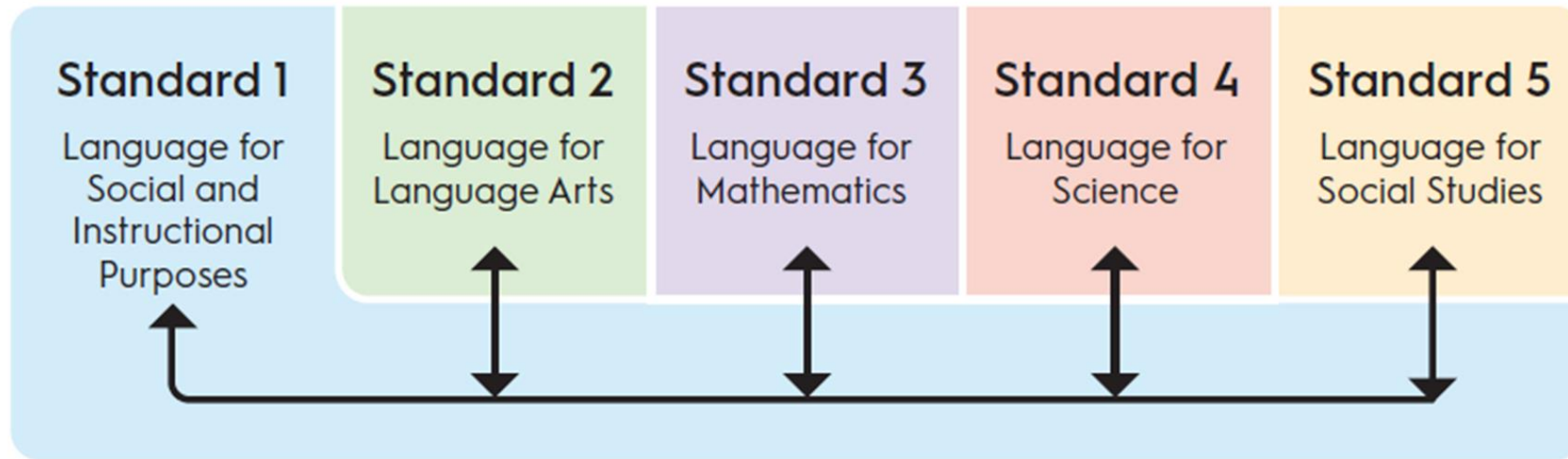
This table shows the test, the content area(s), and grade levels tested of all state assessments.

		Alternate Assessments							
	ACCESS 2.0 for ELs <i>English language proficiency</i>	Alternate ACCESS for ELs <i>English language proficiency</i>	DLM <i>ELA and math</i>	DLM <i>science</i>	NAEP	NGSA <i>Science</i>	RICAS <i>ELA and math</i>	PSAT™10 <i>reading and math</i>	SAT® School Day with Essay <i>Reading, writing, and math</i>
<b>Kindergarten</b>	K								
<b>1</b>	1	1							
<b>2</b>	2	2							
<b>3</b>	3	3	3				3		
<b>4</b>	4	4	4		4		4		
<b>5</b>	5	5	5	5		5	5		
<b>6</b>	6	6	6				6		
<b>7</b>	7	7	7				7		
<b>8</b>	8	8	8	8	8	8	8		
<b>9</b>	9	9							
<b>10</b>	10	10						10	
<b>11</b>	11	11	11	11		11			11
<b>12</b>	12	12							



# State English Language Proficiency Assessments

- Aligned to the WIDA\* English Language Development Standards
- Designed to measure students' social and academic proficiency in English associated with language arts, mathematics, science, and social studies



*\* Rhode Island is a member of the WIDA Consortium which is comprised of 41 states and territories and led by the Wisconsin Center for Education Research. The WIDA Consortium develops English language development standards and assessments.*

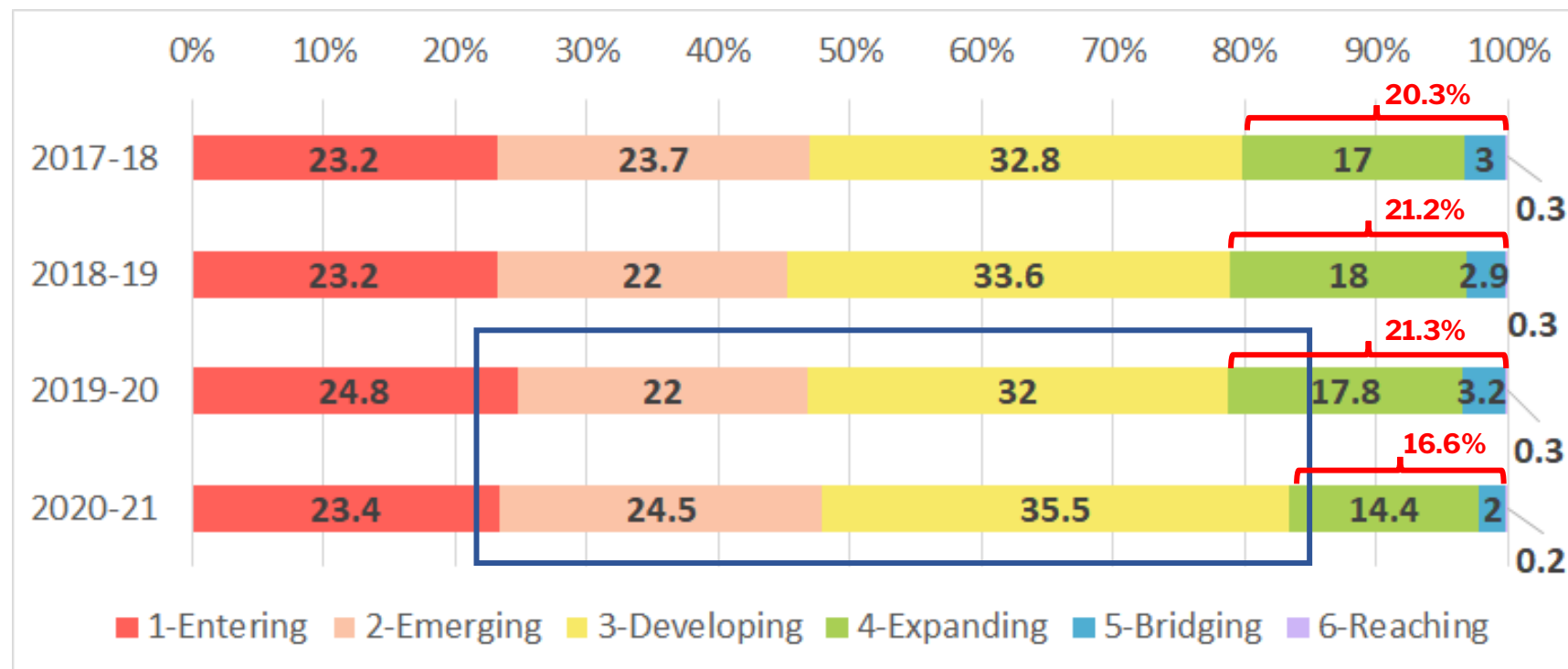
**RIDE is using the asset-based term Multilingual learners (MLLs), for the federally defined group of English Learners (ELs)**



# ACCESS English Language Proficiency (ELP): Year-to-Year

The percentage of RI's MLL population testing at the Entering ELP Level has remained **fairly stable** over the past 4 years.

In 2020-21, there was a **statewide decline** in average proficiency. 60% of MLLs Emerging and Developing Proficiency (ELP Levels 2 and 3) in 2020-21 compared to 54% in 2019-20.



# Blueprint for MLL Success

## Shared vision:

*All multilingual learners in the state of Rhode Island are empowered with high-quality instructional opportunities, including multilingual education, that leverage their cultural and linguistic assets, promote college and career readiness, and prepare them to thrive socially, politically, and economically, both in our state and globally.*

- Rhode Island's *Blueprint for MLL Success* underscores the importance of **shared responsibility** from educators and district/school administrators.
- Continuous improvement for MLLs starts at the systems-level.
- State assessment results support a data-informed system, and aligning resources accordingly promotes systemwide coherence.

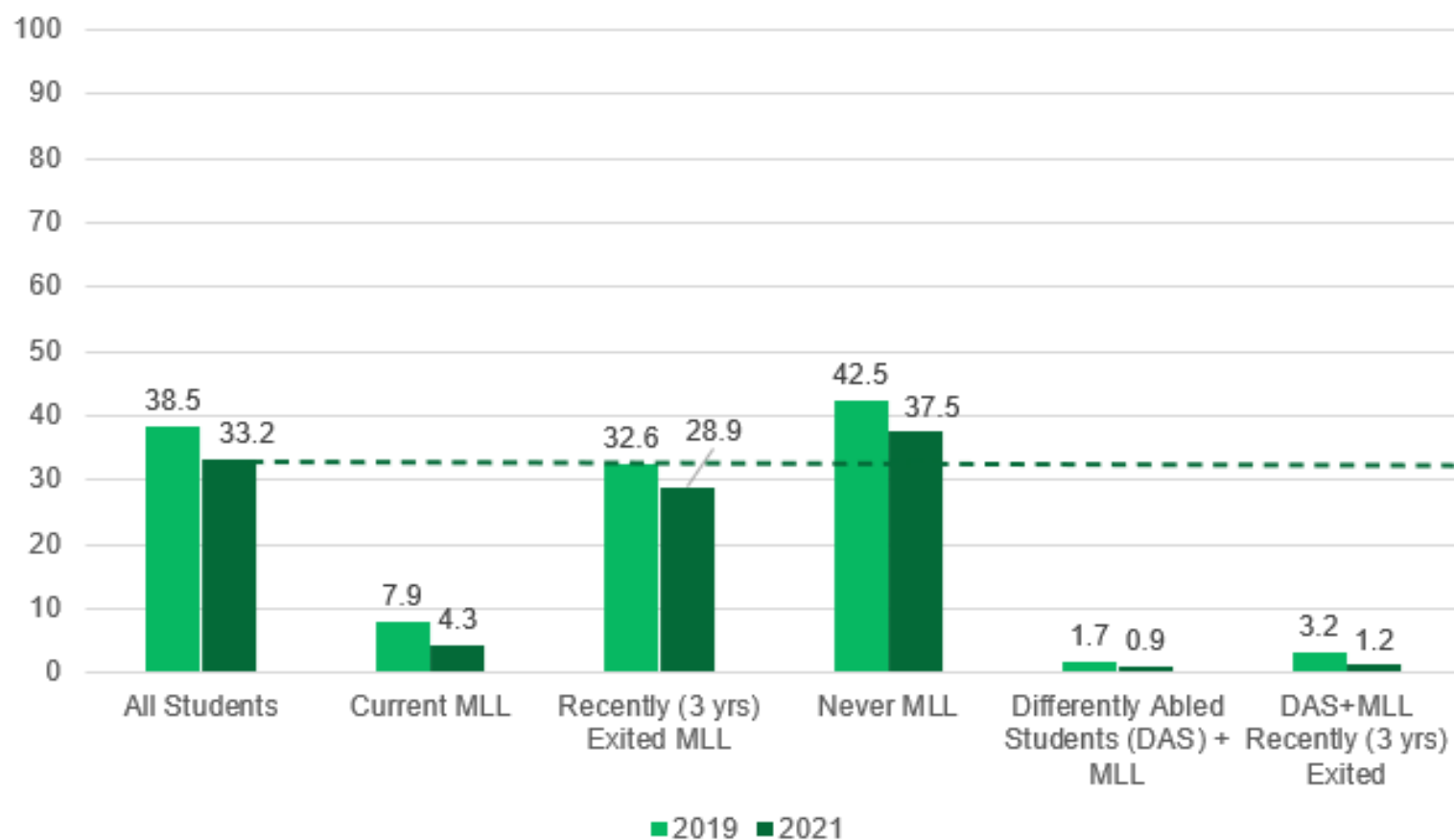


# RICAS ELA: Meeting/Exceeding Expectations by Multilingual Learner Status

In ELA, **all subgroups demonstrated lower performance.**

**Differently abled multilingual learners (MLLs) and differently abled exited MLLs** continue to demonstrate proficiency below 2%. In other words, approximately 99% of those students are not meeting expectations.

Subgroup	2019 ELA # Participation	2021 ELA # Participation
All Students	63155	55005
Current MLLs	6128	6337
Recently (3 yrs) Exited MLLs	1620	1666
Never MLL	53510	45967
Differently Abled Students (DAS) + MLL	1211	1217
DAS + MLL Recently (3yrs) Exited	157	81



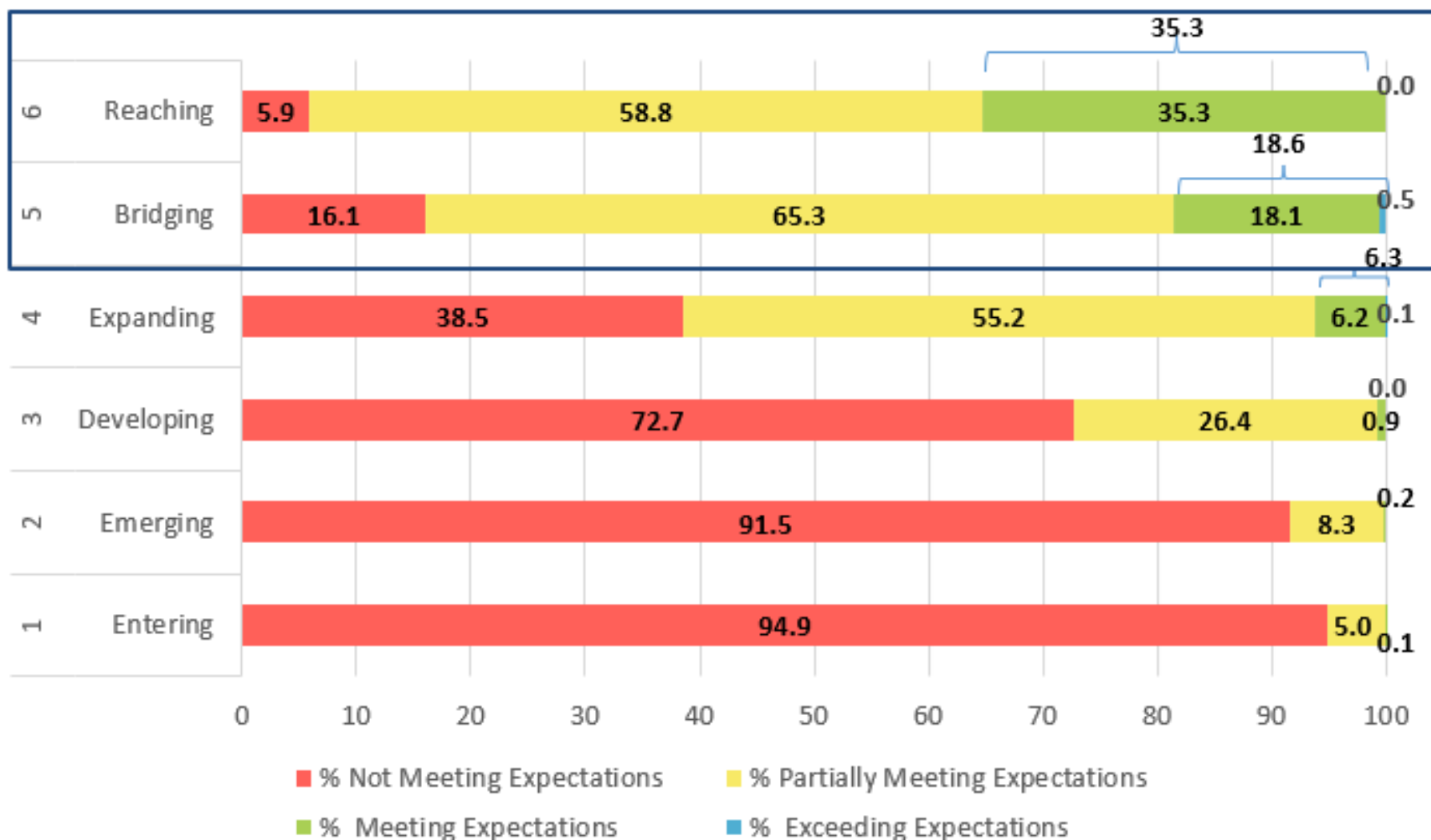
# RICAS Math with ACCESS - Performance by English Language Proficiency

ACCESS Levels 5 & 6 signify English Language proficiency for multilingual learners and where MLLs typically exit MLL services.

**19%** of students at the Bridging level of English proficiency also **meet or exceed** expectations on RICAS math.

**35%** of students at the highest level of English proficiency, Reaching, meet or exceed expectations.

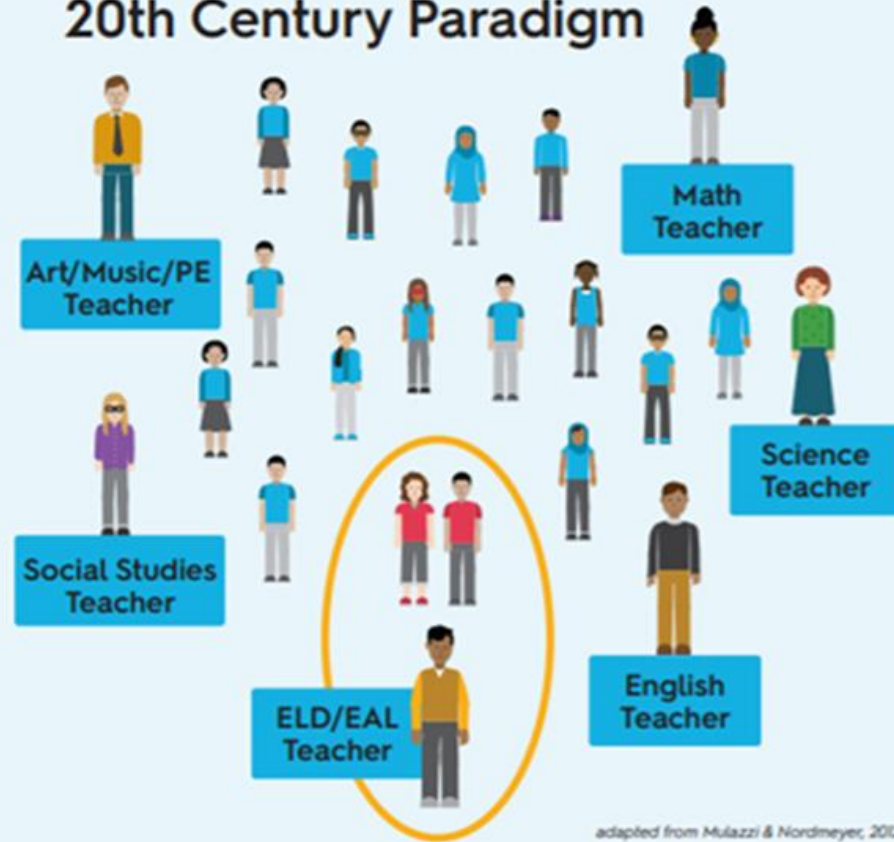
The **Blueprint for Multilingual Learner Success** outlines system actions for improvement.



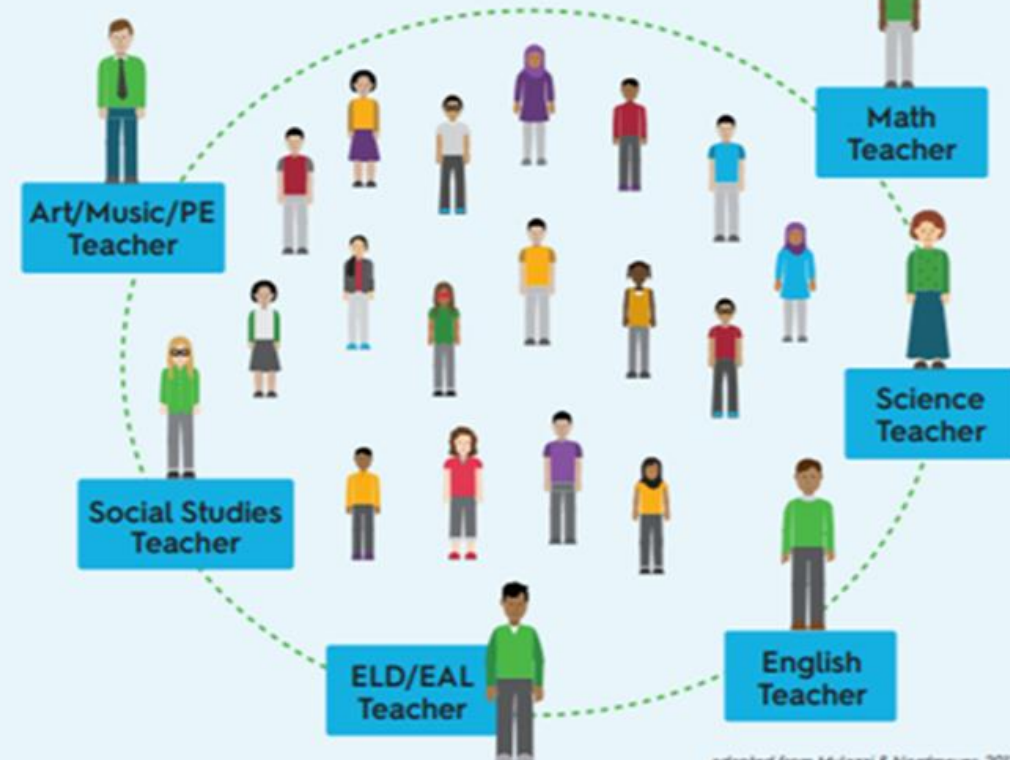


# FROM 20TH TO 21ST CENTURY TEACHING

## 20th Century Paradigm



## 21st Century Paradigm



# Part 1: Key State Policies

Roles and Responsibilities

Training

Test Security

Student Participation



# Roles and Responsibilities



# ACCESS Test Administration Roles

- **Test Coordinator:** the individual responsible for facilitating overall test administration from start to finish. This includes managing logistics and supporting others' roles. Some places have District Test Coordinators and others have School Test Coordinators – and some have both.
- **Technology Coordinator:** provides technological support prior to and during test administration (for ACCESS for ELLs 2.0 Online only).
- **Test Administrator:** gives the assessment and monitors the students while they complete it.
- **Proctor:** monitors students in a classroom while testing and ensures test security protocols are followed, answers basic questions from students



# Clarification about Test Administrators and Proctors

	Test Administrator	Proctor**
<b>Who can fulfill this role?</b>	<p>Educators employed by the district:</p> <ul style="list-style-type: none"> <li>certified teachers (including those holding provisional/emergency certificates)</li> <li>teachers serving as a long-term substitute*</li> <li>district and school administrators</li> <li>school psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions</li> <li>paraprofessionals and teacher assistants</li> </ul> <p><i>(ACCESS 2022 only)</i></p>	<ul style="list-style-type: none"> <li>Educators employed by the district (same as test administrators)</li> <li>Student teachers may serve as proctors (or hall monitors), but they cannot administer the test or be alone with the students; the test administrator must be present at all times.</li> </ul>
<b>What are the responsibilities?</b>	<ul style="list-style-type: none"> <li>Administering the assessment according to the directions and script</li> <li>Ensuring test security protocols are followed</li> <li>Actively monitoring students while testing</li> <li>Distributing and collecting materials</li> <li>Answering basic questions from students</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring test security protocols are followed</li> <li>Answering basic questions from students</li> <li>Helping the test administrator monitor the students</li> </ul>

\* Long-term substitute is any substitute who is teaching at the school who will be there long enough to be trained and to administer the test(s)).

\*\* Classes larger than 25 students may benefit from having a proctor to assist the Test Administrator



# Training Requirements –

## *Test Coordinators and Technology Coordinators*

Test Coordinator	Technology Coordinator
<ol style="list-style-type: none"><li>1. View training tutorials for the tasks listed in state checklist</li><li>2. Complete the knowledge checks at the end of each training tutorial which help Test Coordinators review key concepts and prepare for test coordination</li><li>3. Recommended to complete the trainings and quizzes for Test Administrators that are appropriate:<ul style="list-style-type: none"><li>• Kindergarten ACCESS for ELLs</li><li>• Grades 1–12 Online Administration</li><li>• Grades 1–12 Paper Administration</li><li>• Grades 1–5 Paper Speaking (locally scored)</li><li>• Grades 6–12 Paper Speaking (locally scored)</li><li>• Alternate ACCESS for ELLs</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. Read DRC INSIGHT Technology User Guide</li><li>2. Complete Technology Readiness Checklist</li></ol>

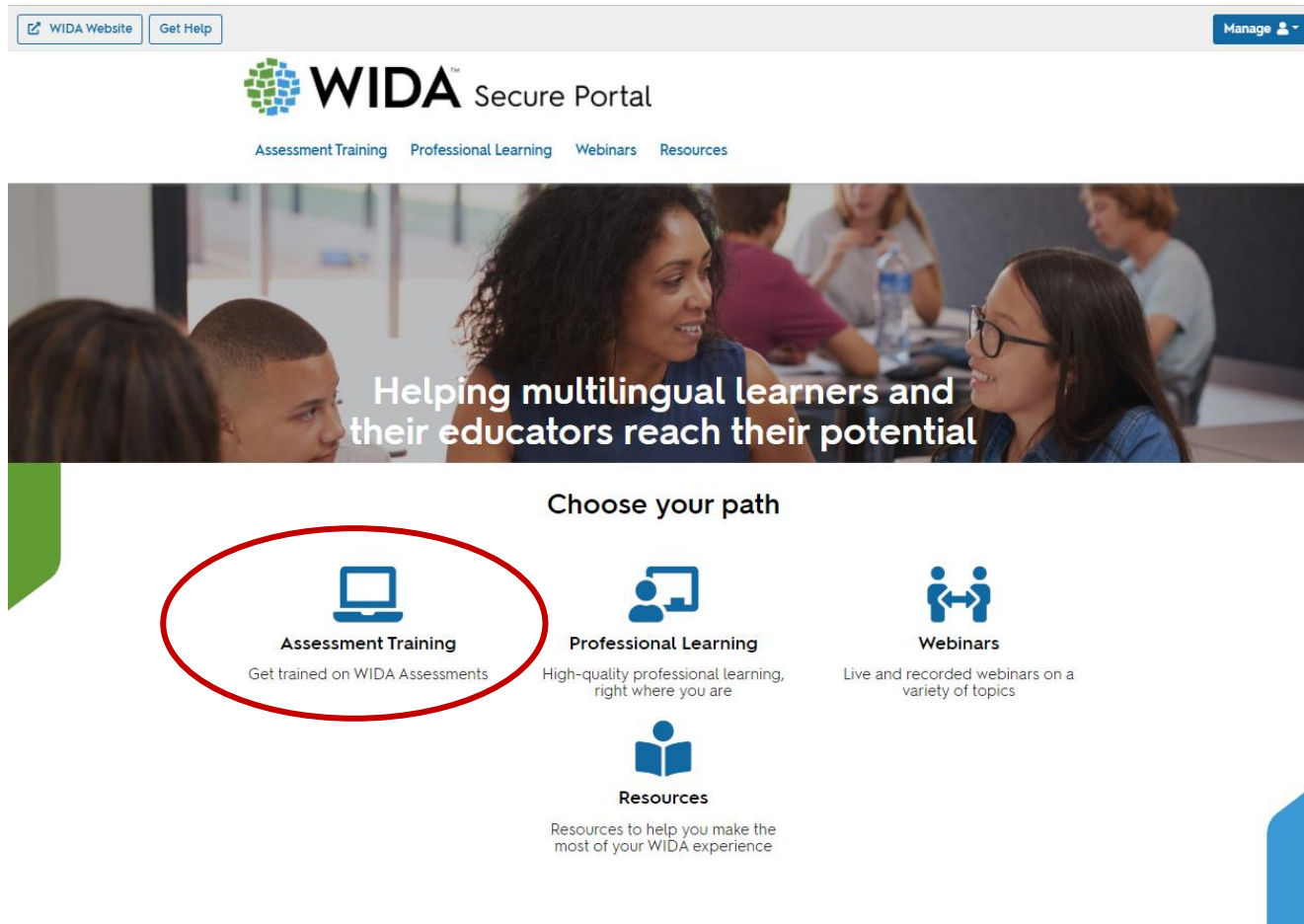


# Training Requirements – *Test Administrators*

Returning Test Administrators	New Test Administrators
<ol style="list-style-type: none"><li>1. <u><a href="#">Test Administrator Core Training</a></u><ul style="list-style-type: none"><li>• Presentation given by your school or district test coordinator.</li><li>• Covers state and school policies for administering state assessments.</li></ul></li><li>2. View <b>training tutorials</b> for the tasks listed in the state checklist for ACCESS and Alternate ACCESS for ELLs</li><li>3. Complete the <b>knowledge checks</b> at the end of each training tutorial (<a href="#">WIDA Secure Portal</a>).</li><li>4. Complete the appropriate <b>quizzes</b> (see list in adjacent column):<ul style="list-style-type: none"><li>• Any test administrator who will be scoring a Speaking domain (Kindergarten, Paper, Alternate) must recertify <b>annually</b></li><li>• Otherwise, recertification is required <b>every three years</b> or upon <b>adoption of a new tool</b>.</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. <u><a href="#">Test Administrator Core Training</a></u><ul style="list-style-type: none"><li>• Presentation given by your school or district test coordinator.</li><li>• Covers state and school policies for administering state assessments.</li></ul></li><li>2. View <b>training tutorials</b> for the tasks listed in the state checklist for ACCESS and Alternate ACCESS for ELLs</li><li>3. Complete the <b>knowledge checks</b> at the end of each training tutorial (<a href="#">WIDA Secure Portal</a>).</li><li>4. Complete the appropriate <b>quizzes</b>:<ul style="list-style-type: none"><li>• Kindergarten ACCESS for ELLs</li><li>• Grades 1–12 Online Administration</li><li>• Grades 1–12 Paper Administration</li><li>• Grades 1–5 Paper Speaking (locally scored)</li><li>• Grades 6–12 Paper Speaking (locally scored)</li><li>• Alternate ACCESS for ELLs</li></ul></li></ol>



# ACCESS for ELLs Training Courses




**WIDA Secure Portal**  
<https://portal.wida.us/>





# ACCESS for ELLs Training Courses

 **WIDA**™ Secure Portal

[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#)

## Assessment Training

**Filter By**

Topic

ACCESS Online

ACCESS Paper

Alternate ACCESS

Kindergarten ACCESS

Kindergarten W-APT


Screener for Kindergarten

Screener Online

Screener Paper

Screener Scoring

☒



ASSESSMENT

**Kindergarten ACCESS for ELLs: Administration and Scoring**

The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#) [Enter Course](#)

Apply Filters


Clear Filters



# ACCESS for ELLs Training Courses

Each training course contains key **resources** for preparation for the selected assessment, including:

- RI Checklists
- Test Coordinator Manuals
- Test Administrator Manuals
- Accessibility & Accommodations Manual
- Facilitator Toolkit Slides
- Sample Items
- WIDA AMS User Guide
- Score interpretation guides

 **WIDA** Secure Portal  
Assessment Training Professional Learning Webinars Resources

## Resources for Kindergarten ACCESS for ELLs: Administration and Scoring

Filter By

Audience	^
Facilitator	<input type="checkbox"/>
Parent/Guardian	<input type="checkbox"/>
Technology Coordinator	<input type="checkbox"/>

Resource Type	^
Facilitator Toolkit	<input type="checkbox"/>
Manual	<input type="checkbox"/>
User Guide	<input type="checkbox"/>

[Apply Filters](#) [Clear Filters](#)

### ACCESS for ELLs District and School Test Coordinator Manual

This manual is an in-depth reference document for test coordination processes and procedures. It includes information on anything new for the year's test, and detailed sections for each ACCESS for ELLs assessment.

[Resource Details](#) [Download Resource](#)

### ACCESS for ELLs Online Checklist (Rhode Island)

This checklist is a guide for anyone involved in administering ACCESS for ELLs Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and uses color to indicate who typically completes those tasks. This checklist has been customized for your state. The state-specific clarification column contains guidance that your education agency expects you to follow as you prepare for and administer the test.

**Note:** This resource is housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

### ACCESS for ELLs Paper Checklist (Rhode Island)

This checklist is a guide for anyone involved in administering ACCESS for ELLs Paper, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and uses color to indicate who typically completes those tasks. This checklist has been customized for your state. The state-specific clarification column contains guidance that your education agency expects you to follow as you prepare for and administer the test.

**Note:** This resource is housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)



# ACCESS for ELLs Training Courses



2021-2022 WIDA



Account



Dashboard



Courses



Calendar



Inbox



History



Help

## Kindergarten ACCESS for ELLs: Administration and Scoring

### Welcome to the Kindergarten ACCESS for ELLs Training Course

This course will help certify you to administer and score Kindergarten ACCESS for ELLs.

To become certified to administer and score the test, you will need to:

**Step One:** Pass the certification quiz with a score of 16 out of 20 correct.

**Step Two:** Verify that you have completed the required training on the Participant Agreement page.

**Step Three:** Download your Certificate of Completion.

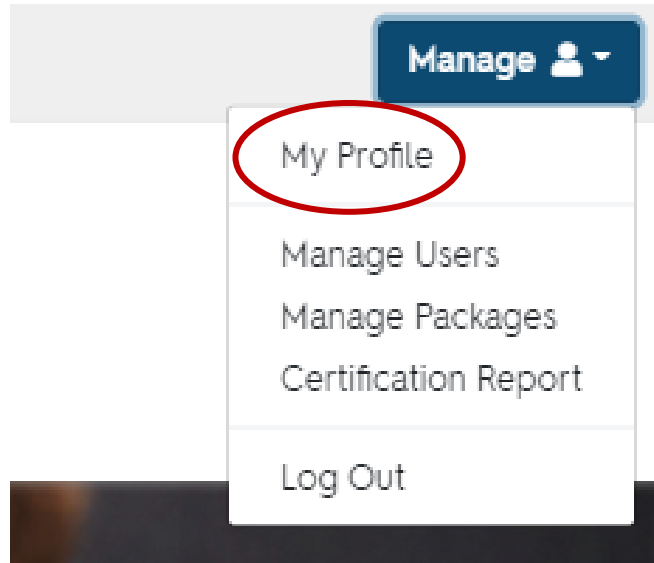
**Step Four:** (Optional) Complete a short 5 – 10-minute participant survey.

Use the Begin Training button below to start with the first section or visit the "Modules" menu on the left. This course will take approximately 30-45 minutes to complete.

Begin Training



# ACCESS for ELLs Training Courses




Certifications			Export PDF
Course	Date Completed	Certificate	
Paper ACCESS for ELLs: Administration	11/22/21	<a href="#">View</a>	
Kindergarten ACCESS for ELLs: Administration and Scoring	11/19/21	<a href="#">View</a>	
Alternate ACCESS for ELLs: Administration and Scoring	11/19/21	<a href="#">View</a>	
Online ACCESS for ELLs: Administration	11/18/21	<a href="#">View</a>	
Kindergarten ACCESS for ELLs: Administration and Scoring	10/31/17	<a href="#">View</a>	

If you do not see a course certificate listed, this means you have not completed the course requirements. Please go to the course listing page to enter the course and complete the requirements.



# Certification Quizzes

If you are administering...	Then you must take...
ACCESS for ELLs 2.0 Online	<div data-bbox="1118 315 1403 475"><p>ASSESSMENT</p></div> <div data-bbox="1449 352 1862 376"><b>Online ACCESS for ELLs: Administration</b></div> <div data-bbox="1449 386 2012 456"><p>The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment.</p></div> <div data-bbox="1449 475 1849 496"><a href="#">Course Details</a> <a href="#">Course Resources</a> <a href="#">Enter Course</a></div>



# Certification Quizzes

If you are administering...	Then you must take...
Kindergarten ACCESS for ELLs	<div data-bbox="1108 435 1467 634"><p>ASSESSMENT</p></div> <div data-bbox="1536 482 2198 546"><b>Kindergarten ACCESS for ELLs: Administration and Scoring</b></div> <div data-bbox="1536 564 2229 648"><p>The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.</p></div> <div data-bbox="1536 675 1888 699"><p><a href="#">Course Details</a> <a href="#">Course Resources</a></p></div>
Alternate ACCESS for ELLs	<div data-bbox="1108 846 1467 1045"><p>ASSESSMENT</p></div> <div data-bbox="1536 893 2153 958"><b>Alternate ACCESS for ELLs: Administration and Scoring</b></div> <div data-bbox="1536 975 2229 1059"><p>The purpose of this course is to help test administrators successfully prepare for and administer the Alternate ACCESS for ELLs assessment.</p></div> <div data-bbox="1536 1086 1888 1110"><p><a href="#">Course Details</a> <a href="#">Course Resources</a></p></div>



# Test Security



# General Security Requirements

- *All* educators involved with preparing for or administering any part of the state assessments *must*:
  - complete the required training for each assessment
  - make sure the district or school test coordinator has a record of their completion of the required training.
  - sign the affirmation of test security documents for each assessment (*for ACCESS, this is included in the NDUA – Non-Disclosure and User Agreement which is completed online*)
  - receive and read the Test Administrator Manual(s) for that assessment
  - ensure all secure materials are tracked and monitored when used for test administration.
  - report all testing irregularities to their school test coordinator.
- *Only* authorized personnel may enter or be present in testing rooms while students are testing.  
This means:
  - parents, students not scheduled to be testing, school personnel not assigned to the room as test administrators or proctors, researchers, and reporters are **not allowed** to enter the testing rooms.
  - School administrators, district personnel, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
  - Technology staff may enter testing rooms to troubleshoot problems.





# Examples of Test Irregularities

A test irregularity is any action that results in non-standard test administration. Test irregularities may result in invalidating scores. Examples include:

- coaching, erasing, altering, or interfering with students' test responses in any way
- giving students access to test questions or prompts prior to testing
- questioning students about test content after the test
- copying, reproducing, or using any test materials in a way that is inconsistent with test administration or security policies
- not providing a documented accommodation or providing an accommodation not documented in the student's IEP
- a technology disruption that could not be resolved
- **not following security procedures for receiving and returning test materials, or failing to account for all secure test materials before, during, and after testing**
- **not following test administration directions or failing to read provided script**
- **allowing students to use their cellphones or access the internet**
- **administering one domain across multiple days**

# Process for Reporting Irregularities

## Appendix B: RISAP Test Coordinator Handbook

Follow these steps to report a test irregularity:

1. All test irregularities must be reported by the test administrator to the school test coordinator.
2. The school test coordinator must collect any information and/or documentation and inform the LEA or district test coordinator.
3. The LEA or district test coordinator must contact RIDE.
4. The Office of Instruction, Assessment, and Curriculum will inform the local LEA/district if it is required to submit a formal investigation report of the irregularity to RIDE.



### 2021-22 Statewide Assessment Test Irregularity Form

**Instructions:** Use this form for all statewide assessments, including PSAT 10 and RI SAT School Day. Districts and schools must also follow College Board procedures for reporting test irregularities. An editable (.DOCX) version of this form may be downloaded at [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc).

1. School Test Coordinator must call their LEA Test Coordinator to report a test irregularity.
2. The LEA Test Coordinator then contacts Phyllis Lynch, Director of Curriculum, Assessment, and Instruction at 401-222-4693 to discuss the situation immediately upon receiving call.
3. LEA Test Coordinator will instruct the school test coordinator to complete this form, as necessary. This form must be completed within five school days. The LEA Test Coordinator then faxes the form to RIDE at 401-222-3605. The completed form must never be sent via email as it contains personally identifiable student information which must be kept confidential.
4. Maintain a copy (electronic or physical) of the submitted form for your LEA/district and school files for three years.

LEA/District Name:	
School Name:	
Contact Name:	Role:
Contact Phone and Extension:	
Contact Email:	

Select type of irregularity: ☐ Test Administration ☐ Test Security ☐ Technology

<b>Test</b> (indicate with an 'X' in the space, or by circling the test name): ___ ACCESS for ELLs ___ RICAS ___ DLM ___ NGSA ___ PSAT 10 ___ RI SAT School Day		
Date of Incident:	Content Area:	Test Administration Grade:
Test Administrator Name(s):		
Student information: Please list all the student(s) in this grade and content area who were affected by this irregularity; if additional space is needed, please attach a separate sheet.		
Student Name:	Student SASID:	Student Date of Birth:
1.	1.	1.
2.	2.	2.
Detailed description of the incident, the investigation steps taken, and actions taken by staff to resolve:		



# Monitoring Visits

Federal law requires monitoring of all state assessments. Last year, RIDE did not conduct in-person visits. This year, in-person visits will resume. **The monitoring process allows RIDE to:**

- answer any questions district and school staff have before testing to ensure a smooth administration.
- verify that all test administrators have been properly trained.
- ensure that students who require accommodations receive them during testing.
- ensure test administration procedures are followed.

## NOTE:

- District and school test coordinators will be notified if your school was selected for a monitoring visit well in advance of the visit.
- Test coordinators should notify their test administrators of the monitoring visit and what to expect.
- All test coordination and administration questions should be answered before testing begins.
- When observers enter a testing location, test administrators should continue to administer the state assessment according to protocol. Observers may or may not have questions for the test administrator.



# Student Participation in State Assessments



# General RISAP Student Participation Policy

*RISAP Test Coordinator Handbook* ([www.ride.ri.gov/TC](http://www.ride.ri.gov/TC))

All public-school students are expected to participate in the state assessments in one of three ways:

1. Without accommodations
2. With accommodations
3. Alternate assessments (DLM and Alternate ACCESS for ELs)



# Participation in ACCESS and Alt ACCESS for ELLs

- The following MLL students must take the ACCESS or Alternate ACCESS for ELLs tests:
  - All active MLL students currently receiving services or
  - All MLL students who are eligible but not enrolled in services
  - Only students who qualify for the alternate assessment (DLM) may take Alternate ACCESS for ELLs.
- Monitored 1 and Monitored 2 students **may not** take the ACCESS or Alternate ACCESS for ELLs tests.



# Current Grade Level:

RISAP Test Coordinator Handbook ([www.ride.ri.gov/TC](http://www.ride.ri.gov/TC))

- **Current Grade Level** is the grade level indicated in the Enrollment Census for the current school year.
  - Student data, including grade level and IEP status, come from the LEA enrollment system. If this information is incorrect, it must be fixed by the district. RIDE cannot change any student information.
  - RIDE will register the student for all required tests at their grade level and according to their EL and alternate assessment designations.
  - Testing the student at any other grade level other than what is reported to RIDE may result in test scores being invalidated.
- Additionally,
  - If a student skips a grade level, the student does not make up tests for the skipped grade.
  - If a student is retained, the student takes the test(s) for their current grade level, even if the student took the test(s) the previous year.



# Students Attending Outplacement Schools

[www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) "Outplacement Schools"

- Students are expected to participate in the tests for their current grade level.
- It is the responsibility of the LEA to ensure that the outplacement school understands which tests must be administered to the student and that the student's Enrollment Record and information in the LEP Census are accurate.
- Outplacement schools need to coordinate with the sending districts to create a plan to administer the ACCESS test.
  - Example 1: LEA sends Test Administrator to outplacement school to administer the test.
  - Example 2: Outplacement school staff complete training requirements and administer the test.
    - Requires coordination to ensure staff have emails/user accounts from sending district
    - Requires hand delivering of secure paper test materials, if applicable.





# Part 2: ACCESS for ELLs and Alternate ACCESS for ELLs

ACCESS Suite of Assessments

Tasks to Complete: Before, During, and After Testing



# ACCESS Suite of Assessments



# ACCESS for ELLs Suite of Assessments

The following assessments are used to satisfy state and federal requirements for the annual assessment of the English language proficiency of Multilingual learners (MLLs):

- **ACCESS for ELLs 2.0 (K-12):**
  - **Kindergarten ACCESS for ELLs**, a paper-based assessment for Kindergarten
  - **ACCESS for ELLs**, an online and paper-based\* assessment for Grades 1–12
- **Alternate ACCESS for ELLs**, a paper-based assessment for ELLs in Grades 1–12 who have significant cognitive disabilities

\*All students in grades 1-12 are expected to take the test on computer unless they have an accommodation that requires paper testing or their school has an approved waiver to administer paper tests.



# ACCESS for ELLs 2.0 Domains

## Listening

Process, understand, interpret and evaluate spoken language in a variety of situations

## Reading

Process, understand, interpret and evaluate written language, symbols and text with understanding and fluency

## Writing

Engage in written communication in a variety of situations for a variety of purposes and audiences

## Speaking

Engage in oral communication in a variety of situations for a variety of purposes and audiences



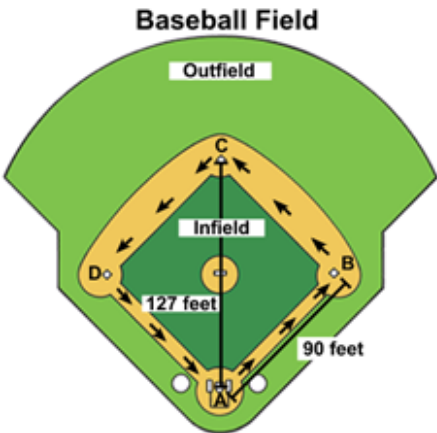
# Sample Item: ACCESS Reading Grade 6, Level C

"The small arrows in the picture show the path a player runs in a baseball game. To find how far a player runs, the students first measure the distance from point A to point B and find that it is 90 feet. They also find that the distance between points A, B, C, and D is always the same. To find the total distance a player runs, the students can either add all four sides of the infield together or multiply one side by 4."

- ☐ Perimeter = 90 feet x 4
- ☐ Perimeter = 127 feet x 4
- ☐ Perimeter = 90 feet + 4 feet
- ☐ Perimeter = 90 feet + 90 feet + 127 feet

### Geometry in Baseball

The small arrows in the picture show the path a player runs in a baseball game. To find how far a player runs, the students first measure the distance from point A to point B and find that it is 90 feet. They also find that the distance between points A, B, C, and D is always the same. To find the total distance a player runs, the students can either add all four sides of the infield together or multiply one side by 4.



**Baseball Field**

Outfield

Infield

127 feet

90 feet

1 Which equation shows the distance a player runs?

☐ Perimeter = 90 feet x 4

☐ Perimeter = 127 feet x 4

☐ Perimeter = 90 feet + 4 feet

☐ Perimeter = 90 feet + 90 feet + 127 feet

Pause Test ?

Line Guide

Next

# Kindergarten ACCESS for ELLs

- Individually administered
- Completely adaptive
- Includes manipulatives
- All components are scored by the Test Administrator (TA) during test administration

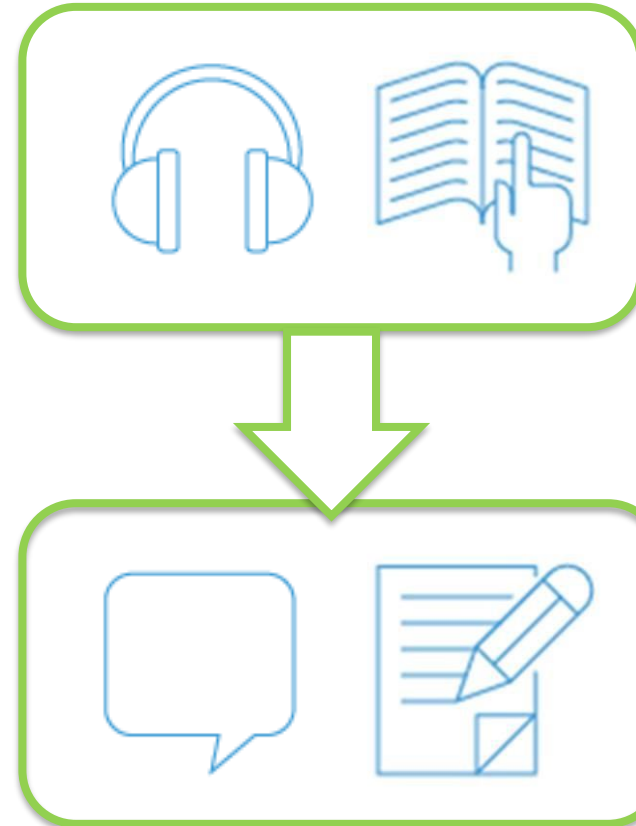


# ACCESS for ELLs Online

- Grade Clusters
- Adaptive listening and reading test items determine placement in speaking and writing
- All test items scored by DRC

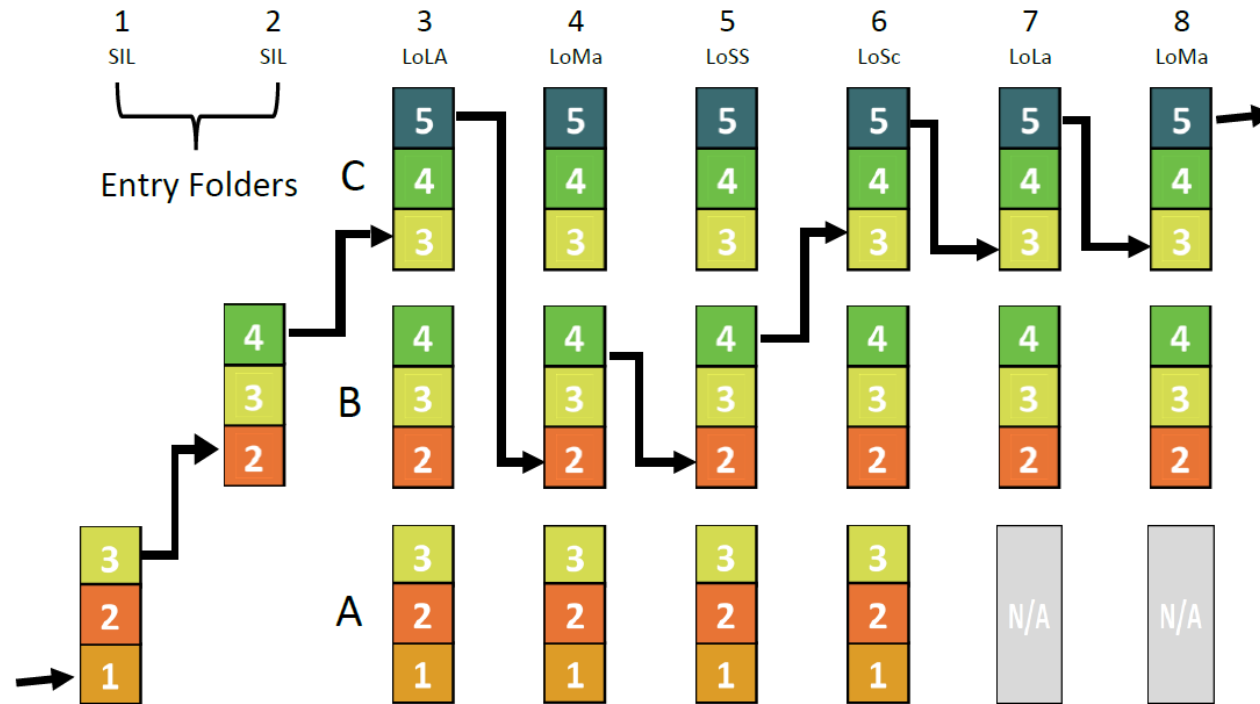


**\*Note:** Kindergarten will remain an interactive, paper-based test.



# Adaptive Testing Online

Sample path through the ACCESS for ELLs Listening and/or Reading





# ACCESS for ELLs Online: Student Experience

- Graphic-supported items
- Audio-supported directions
- Narrated and guided introduction by a human voice for each domain test
- Thematic folders pertaining to a unified theme
- Practice items
- Modeled responses for the productive domains
- Simple navigation
- Uncluttered and streamlined interface
- Embedded accessibility features, such as:
  - Magnification
  - Highlighter
  - Writing tools (e.g. cut and paste, copy, underline)





# ACCESS for ELLs 2.0 Online: Listening Item Layout

Listening

Training Student

Progress

Two Systems of Government



Student Government at Two Middle Schools in Parkville




	How Students Are Selected for Positions in the Student Council	
Position in Student Council	Lincoln Middle School	Wilson Middle School
President and Vice President	<ul style="list-style-type: none"><li>Elected by all students</li><li>Is not a Student Council Representative</li></ul>	<ul style="list-style-type: none"><li>Elected by only Student Council members</li><li>Must be a member of the Student Council</li></ul>
Representative	<ul style="list-style-type: none"><li>Elected by the students in each English class</li><li>20 representatives total</li><li>1 representative from each English class</li></ul>	<ul style="list-style-type: none"><li>Elected by the students in each grade</li><li>21 representatives total</li><li>7 representatives from each grade (6th, 7th, and 8th)</li></ul>




3


☐ At both schools, the students elect representatives to the Student Council.

☐ At Lincoln Middle School, the students elect the Student Council President.

☐ At Wilson Middle School, the Student Council elects the Student Council President.







# ACCESS for ELLs 2.0 Online: Reading Item Layout


Reading

Training Student

Progress

Fun at the School Fair

Ji-hoon wants to buy a toy at the fair. Ji-hoon can buy a toy that costs more than \$0.50 but less than \$1.00.



PRICE LIST	
Stuffed Animal	\$1.50
Bouncy Ball	\$1.15
Large Balloon	\$0.80
Fancy Ring	\$0.65


1



Look at the price list. Which items can Ji-hoon buy?


☐ A bouncy ball or a stuffed animal

☐ A fancy ring or a large balloon

☐ A large balloon or a bouncy ball

 Pause Test ?

  Line Guide



# ACCESS for ELLs 2.0 Online: Writing Item Layout

Writing

Training Student

Progress

My Life in Medieval England



I live above a store.



I wear a cap and a tunic.



I help my family.



I play with my friends at the fair.

1

Write an essay that compares and contrasts your life today with Caris's life long ago. Use details to support your writing.



 Pause Test ?

   Line Guide

Back

Next

# ACCESS for ELLs 2.0 Online: Writing Domain Considerations

The different test delivery and response modes of the Writing test are designed to meet the needs of all learners:

Grade Level Cluster	Writing Test Format	Writing Response Mode
1-3	Paper	Handwriting
4-12	Online	Keyboarding




# ACCESS for ELLs 2.0 Online: Speaking Item Layout

Speaking | Training Student

Progress

### Rock Candy Investigation



Now it's your turn.  
Make a hypothesis, or a scientific prediction,  
about what you think will happen to the hot water  
mixture by Day 24.

Day 1








Hot Water Mixture

Day 10

Day 24

?

☐ ☒ Record ☐ Stop



# ACCESS for ELLs 2.0 Online: Microphone Check

You will record your answers using a microphone. Does your microphone work? Follow these steps.

1. Click **Record**.
- 2. Say your name into the microphone.  
Then, say the name of your school.
3. Click **Stop**.  
Listen. Do you hear what you said?
  - If yes, click **I heard my recording**.
  - If no, raise your hand and ask for help.

○ Recording

■ Stop

Exit



# ACCESS for ELLs 2.0 Online: Equipment & Technology Requirements

Technology requirements for the online test are listed on the ACCESS for ELLs 2.0 Technology Page

- Headset:
  - **Must have a microphone**
  - Can be used for all domains
  - Necessary for the Speaking domain to record student responses



- Headphones:
  - Can be used for Listening, Reading, and Writing tests
  - To hear test directions and practice items
  - To hear test items on the Listening & Writing tests





# ACCESS Speaking

- Speaking Test Guidance
  - Guidance has been posted to help teachers and students prepare for the speaking portion of the ACCESS tests at [www.ride.ri.gov/Assessment-Manuals](http://www.ride.ri.gov/Assessment-Manuals)
    - [Guidance to Students Prior to Taking the Online Speaking Test](#)
    - *Some Highlights:*
      - WIDA recommends testing no more than 3-5 students per test administrator.
      - For students in all tiers, the Speaking test may be administered individually, or in smaller groups of students than mentioned above if needed.
      - Newcomers and/or students at lower proficiency levels may need to be assessed individually, so Test Administrators can provide additional support during the test.
      - For new (or shy) students, the test administrator should sit next to the student in an individual testing session and ask them to "talk to you" while speaking into the microphone.



# ACCESS for ELLs Paper

- Grade Clusters
- Tiers
- Group administered Listening, Reading and Writing; individually administered Speaking
- Media-delivered Listening and Speaking
- Listening, Reading and Writing are scored by DRC
- Speaking responses are locally scored



**\*Note:** Kindergarten will remain an interactive, paper-based test.




# Tier Placement

Proficiency Level				
1—Entering	2—Emerging	3—Developing	4—Expanding	5—Bridging
Tier A				
	Tier B/C			
Tier A is most appropriate for ELLs who <ul style="list-style-type: none"><li>Have arrived in the U.S. or entered school in the U.S. within the current academic school year without previous English instruction</li><li>Currently receive literacy instruction <b>only</b> in a language other than English</li><li>Have recently tested at a beginner level of English language proficiency</li></ul>			Tier B/C is most appropriate for ELLs who <ul style="list-style-type: none"><li>Have social language proficiency and are beginning to approach or have acquired academic language proficiency in English</li><li>Have acquired some literacy in English or are approaching grade level literacy in English</li><li>Will likely meet the state’s exit criteria for support services by the end of the current academic year</li></ul>	

ACCESS-Test-Administrator-Manual, p. 34

# ACCESS for ELLs – Braille & Large Print forms

Large Print

Grades 6–8 Tier A  **ACCESS** for ELLs®  
Listening, Reading, and Writing  
Form xxx Test Booklet

**DIRECTIONS**

RESPONSES MUST BE TRANSFERRED  
TO A STANDARD SIZE STUDENT TEST BOOKLET

- 1) Fill in all of the information on the front cover of this booklet.
  - a) Security barcode refers to the code printed under the barcode on the lower left front cover of the standard size student test booklet used for transcription (e.g., 596704000000).
- 2) Fill out all demographic information on the standard size student test booklet.
- 3) Return with the rest of the scorable materials. This test may be folded and returned in a standard size box.

State \_\_\_\_\_

District Name \_\_\_\_\_

School Name \_\_\_\_\_

Student Name \_\_\_\_\_


Security Barcode \_\_\_\_\_

Transcribed by \_\_\_\_\_

Phone Number \_\_\_\_\_

6-8  
A

Braille

 **ACCESS** for ELLs®  
Listening, Reading, and Writing  
Form XXX Braille Transcription  
Test Booklet

Grades 9–12 Braille

**DATE OF TESTING**

	M	D	Y	M	D	Y
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**STUDENT'S LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MI** \_\_\_\_\_

**9-12  
BR**

ALIGN TOP OF LABEL HERE ▼

Please Bar Code Label WITHIN This Box

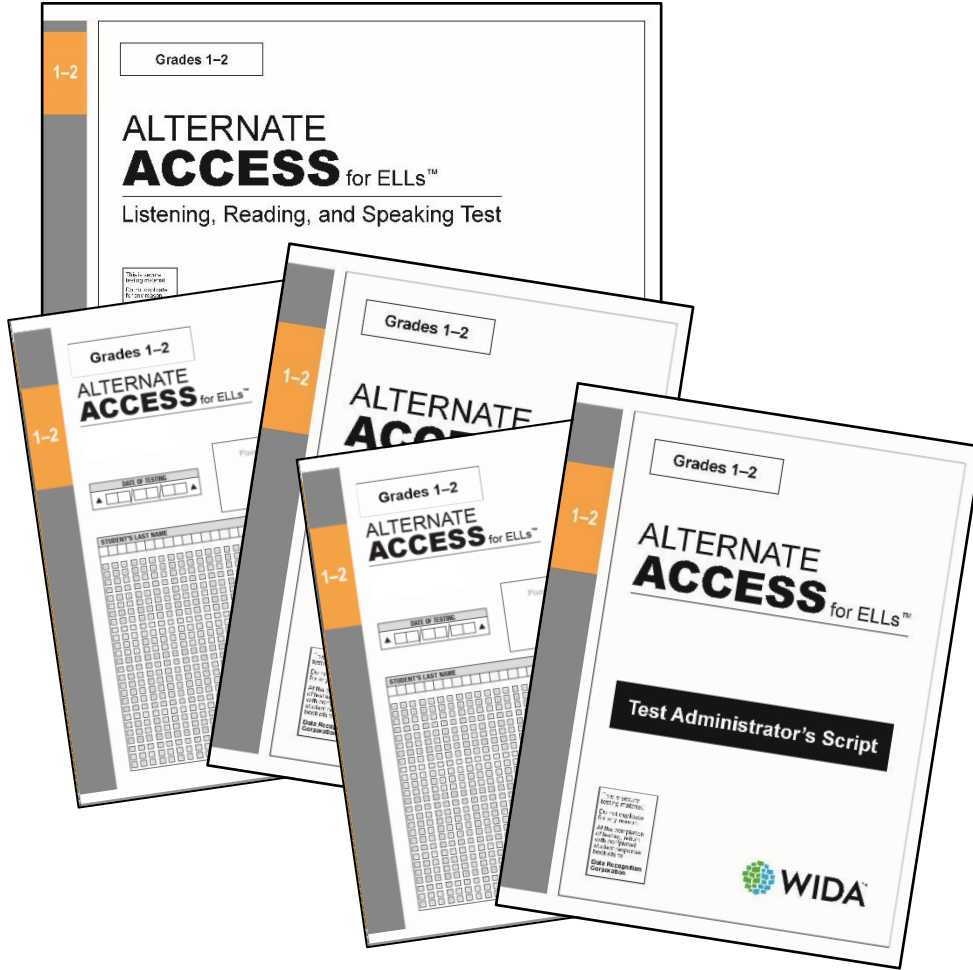
U.S. # 704BLANK ---

# Alternate ACCESS for ELLs

- Developed specifically for students identified as English language learners with significant cognitive disabilities
- Measures student performance in relation to the WIDA Alternate English Language Proficiency levels
- Currently only available in grades 1-12 but a Kindergarten assessment is under development.



# Alternate ACCESS for ELLs



- Paper-based assessment
- Individually administered
  - 4 sections (Domains)
  - 8 - 10 Tasks in each domain
  - 20 minutes each (Approximately)
- Test format
  - Selected response: listening and reading
  - Constructed response: speaking and writing
- All sections are hand-scored by test administrator.

# Before Testing



# Tasks to complete before testing

## ☐ Plan your schedule

- Test schedule and sessions
- Plan communication with families

## ☐ Check student registration

- Ensure MLL census is up to date
- **Ensure all students are registered for appropriate assessment**
  - Grade Level
  - ACCESS or Alternate ACCESS
- Enter accessibility features and accommodations in WIDA AMS

## ☐ Assemble and train your team

- Roles and responsibilities
- Online accounts and user set-up
- Test security and administration policies

## ☐ Prepare technology

## ☐ Prepare students for testing

## ☐ Inventory materials received

## ☐ One week before testing

- Manage test sessions in WIDA AMS
- Verify accommodations for students with an IEP or 504 plan
- Gather and organize testing materials
- Print testing tickets





# 2021-2022 ACCESS & Alternate ACCESS Test Window

[www.ride.ri.gov/Assessment-Schedules](http://www.ride.ri.gov/Assessment-Schedules)

- All schools are expected to administer assessments in school and in-person.
- All make-ups must take place before the state testing window closes.
- Start testing as early in the state testing window as possible to allow for potential weather or quarantine-related make-ups or rescheduling.

Grades	Test	Test Window Opens	Test Window Closes
K-12	ACCESS	January 10	February 18
1-12	Alternate ACCESS	January 10	February 18



# ACCESS for ELLs 2.0 Online: Administration Considerations

- **Order of Administration:** Students' performance on the Entry Tasks for the Listening and Reading tests will determine their placement for Writing and Speaking.
  - **Listening then Reading:** will be administered first. They may be administered together or separately.
  - **Writing and Speaking:** can be administered in either order, after the Listening and Reading tests.



# ACCESS for ELLs 2.0 Online: Estimated Administration Times

Students work at their own pace using the following guidelines:

- Listening: Approximately 40 minutes.
- Reading: Approximately 35 minutes.
- Speaking: Approximately 30 minutes.
- Writing: Approximately 45 minutes (Tier A) and 60 minutes (Tier B/C)



# General Scheduling and Administration Guidance

- Testing occurs during regular school days.
  - No test session may extend beyond the end of the regular school day.
  - Any individual test session must be completed on the same day in which it begins.
- If scheduling two sessions in one day, avoid conflicts with recess or lunch.
- Consider space and staffing needs for students testing with accommodations or designated accessibility features such as separate location, small group, or specific time of day.
- Plan room set-up to ensure adequate student spacing to maintain test security.
- Select rooms for testing locations, and note any content in the room that must be removed/covered to not violate test environment requirements.



# Scheduling & Administration Considerations for 2021-2022:

## *Questions for Discussion*

- 1) What were some lessons learned from last year's ACCESS administration that will inform your scheduling and administration this year?
- 2) How do you ensure MLL teachers continue to teach and provide services during the testing window?
  - Remember that all staff trained and certified last year are still certified to administer the online ACCESS tests this year.
- 3) How do you minimize the amount of instructional time that students miss during the assessment window?



# Registering Students for ACCESS

- RIDE submitted the ACCESS registration file on November 12th.
- LEAs will need to add any new students directly into WIDA AMS.
- WIDA AMS will be available to manage test sessions beginning on **December 2nd**.
- Preview 2021-22 ACCESS Roster in ELL Census

**Rhode Island** Department of Elementary and Secondary Education  
Ana Karantonis **Information Services**

> eRIDE > ELL Census for Central Falls (2021-22) Logout

[Reset To State Account](#) | [Select a District](#)

Update active status as of (date):  [Update](#)

Find student(s) by name/SA SID:  [Find](#) (see below for instructions)

**Preview 2021-22 ACCESS Roster**

[2020-21 ACCESS/Alt ACCESS Test Results](#)

[provisional placement guide](#) || [users guide](#) || [planning guide for school year student listings](#)  
[lookup/add student](#) || [maintenance reports](#)

SchCode	School Name	Total in Census	# Active	# Monitored	# Eligible Not Enrolled	Last Updated	Date Signed Off
---------	-------------	-----------------	----------	-------------	-------------------------	--------------	-----------------



# Preview of ACCESS roster in ELL Census

[Go Back](#)

## Preview of 2021-22 ACCESS Roster

WIDA Registration File was pulled and submitted to WIDA on November 12, 2021. Please use the "Not In WIDA Registration File" column to identify any new student

Generated On: 11/24/2021 2:31:10 PM

### Roster Notes:

- Rosters are based on yesterday's student enrollment and LEP census data
- Test Type (O=Online, P=Paper, blank (Kindergarten, Alternate, or Braille))
- If Test Type is P AND student's grade is between 01 and 12, then Paper Tier is required
- If Test Type is O or Blank, then Paper Tier is ignored
- Grade 00 is kindergarten

Active and EBNE Students Who Appear On EL Census and Not On ACCESS Roster

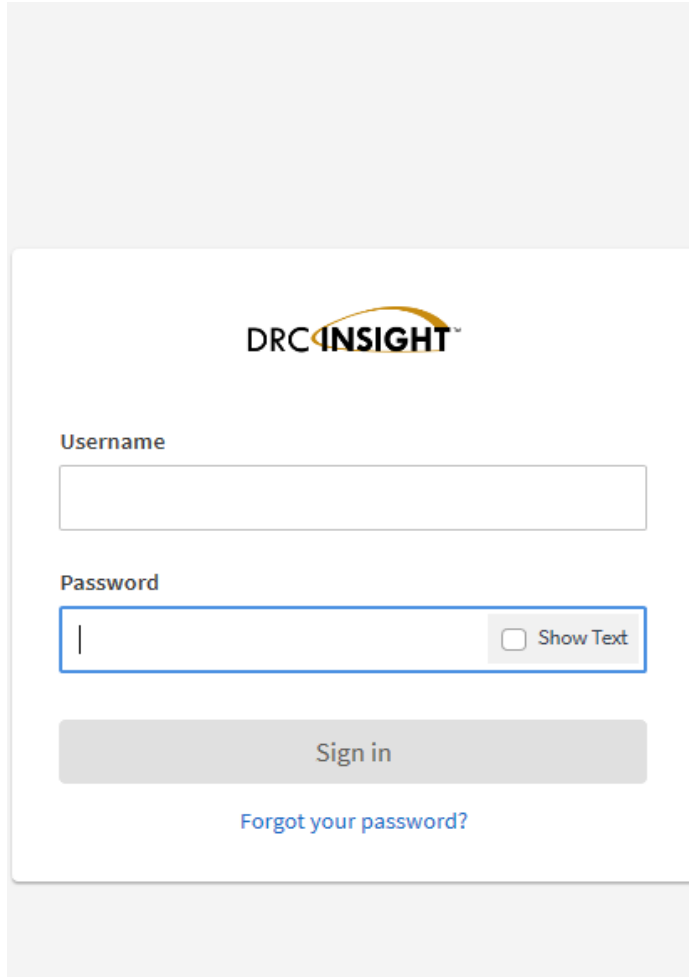


Please Run this report.

[Download to Excel](#)

<u>School Code</u>	<u>SASID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Grade</u>	<u>Test Type</u>	<u>Paper Tier</u>	<u>Large Print</u>	<u>Braille</u>	<u>Alternate ACCESS</u>	<u>Not In WIDA Registration File</u>
.....	.....	.....	.....	..	-					

# WIDA Assessment Management System (WIDA AMS)



The login form is titled "DRC INSIGHT™". It contains two input fields: "Username" and "Password". The "Password" field has a "Show Text" checkbox to its right. Below the fields is a "Sign in" button. At the bottom of the form is a link that says "Forgot your password?".

## Welcome to the WIDA Assessment Management System (AMS)!

This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.

To access the WIDA AMS library of technical and test administration materials [click here](#) (login not required).

### Logging into WIDA AMS

To access WIDA AMS, login using your username (email address) and password.

If you do not have a WIDA AMS login, please see the 'Logging in' section of your WIDA member/state page. You can find your member/state page using the drop down on the [WIDA website](#). The WIDA Client Services Center can also assist you.

### Public Test Resources

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used.**

DRC System Status Indicator: <https://status.drcdirect.com/WIDA>

DRC System Status Indicator reports normal operations or problems and outages.





# WIDA AMS

Within the system, designated staff may:

- Access any needed user guides or software downloads
- Add students
- Designate accommodations
- Create test sessions
- Print test tickets
- Monitor student progress
- View/print reports



# WIDA AMS

**District test coordinators** may order additional paper materials via WIDA AMS:

- Kindergarten ACCESS for ELLs
- Alternate ACCESS for ELLs
- Braille (Grades 1–12 only)
- Large Print (Grades K-12)
- ACCESS for ELLs 2.0 Online Writing Test Booklets (Grades 1–3)
- ACCESS for ELLs 2.0 Paper 1–12 test materials

\*Extra materials are shipped to LEAs so be sure to check inventory before ordering additional materials.



# Materials Arrive on 12/21/21

- All materials shipped are secure and must be signed for upon delivery
- Testing materials are delivered to districts\*
- Be sure to inventory materials upon arrival and store them in a secure location
- Be sure to save the box/boxes for return shipment



*\* Materials are delivered to schools in Central Falls, Pawtucket, and Providence*



# During Testing



# Tasks to complete during testing

- ☐ Track all secure materials
- ☐ Monitor test activity
- ☐ Investigate security breaches and testing irregularities
- ☐ Maintain a list of students requiring make-up tests and schedule their make-up tests
- ☐ Be available to test administrators and proctors
- ☐ Continue to check and update students' accommodations in WIDA AMS

# Student Test Tickets & Rosters

## Student Test Ticket

WIDA

Online Test Ticket  
Gr 2-3

<StudentFirstName>  
<StudentLastName>  
Date of Birth: 05/01/2008  
Accommodations: N/A  
Domain: Reading  
Test Session Name: Sample Session 1  
State Student ID: 123456789012345678901234567890

Username: ReallyrealR1  
Password: 123456

Secure test materials!

## Student Test Roster

ACCESS for ELLs ® 2.0						
Student Test Roster						
District/DRC Use Only - Sample District MS School/DRC Use Only - Sample School Domain: Reading Assessment: Reading Gr 4S Test Session: Generic Grade 4						
Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
<input type="checkbox"/>	N/A	Brown, Charlie	12/24/2001	3333333334	cbrown30	212463
<input type="checkbox"/>	N/A	Dog, Goofey	11/15/2000	1111111111	gdog2	503949
<input type="checkbox"/>	N/A	Mouse, Mickey	12/21/2001	6543212345	mmouse3	513893



# After Testing



# Tasks to complete after testing

- ☐ Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or WIDA AMS
- ☐ Recycle unused **non-secure** test materials (Test Administrator Manual, Test Coordinator Manual)
- ☐ Return test materials (**all used & unused test booklets, test scripts**) to DRC (do not return non-secure materials)
- ☐ Destroy/shred remaining **secure** testing materials (used scratch paper, unused labels, student testing tickets, student rosters)
- ☐ Submit any medical exemption forms to RIDE
- ☐ Communicate with students' parents/family members about ACCESS results (Individual Score Reports must be provided to families within 2 months of LEAs receiving paper copies)





# Do not score codes

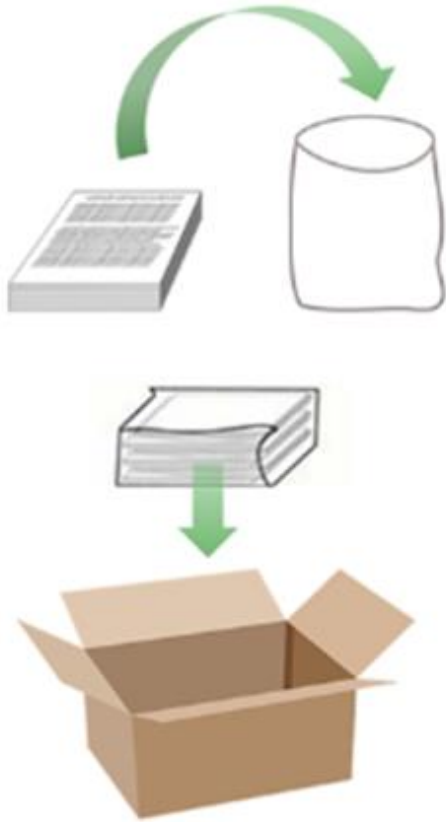
Use the INV & SDP codes only in rare, special cases. Filling in a circle in this field means the student will **not** receive a score for the indicated domain, even if the student completes the domain elsewhere (for example, in the online test platform instead of in the paper booklet).

Do not use  
the ABS  
or DEC codes.  
Please leave  
blank.

Code	Do Not Score Circumstance
ABS	The student was absent and did not take a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this code might be used due to inappropriate testing practices.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a required annual assessment, and students cannot opt out. Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs.
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	



# Returning Test Materials



Return by **2/25/22**



Explicit Return Instructions in District and School  
Test Coordinator Manual



# Medical Exemptions

[www.ride.ri.gov/exemptions](http://www.ride.ri.gov/exemptions)

- **Reminder:**
  - o ALL state assessments included in online eRIDE system
- **Submission Window:**
  - o **February 14-March 31, 2022:** ACCESS for ELs and Alternate ACCESS for ELs
- **Criteria:**
  - o **Definition:** An incident involving a medical condition, injury, or crisis requiring hospitalization, clinical care, or treatment in response to the incident. Typically, a medical emergency prevents the student from receiving instruction and from participating in assessment for the remainder of the testing window
  - o *Cannot* receive classroom instruction either in school, at home or in the hospital/mental health facility.
  - o *Cannot* participate in testing even with accommodations.



# Steps for Completing a Medical Exemption\*

There are five steps for submitting an exemption to RIDE:

1. **LEA:** Completes Form 1\*\* (*District Assurances Form*) and fax to 401-222-3605. Incomplete forms and forms submitted after the deadline will not be accepted unless the exemption has already been logged in eRIDE.
2. **School:** Completes Forms 2 and 3\*\* and gives to district office. Forms are retained by the District.
3. **LEA:** Submits request through the eRIDE Medical Exemption System.
4. **RIDE:** Reviews Form 1 and verifies that the request has been logged through the eRIDE system. If needed, RIDE will contact the district for clarification.
5. **RIDE:** emails final decision to the superintendent.

\* Outplacement Schools must complete step 2 and contact the sending district of the student in order to initiate the exemption request process; **outplacement schools cannot submit a request.**

\*\*All forms are available in English, Portuguese, and Spanish.



# Part 3: Accommodations and Accessibility Features



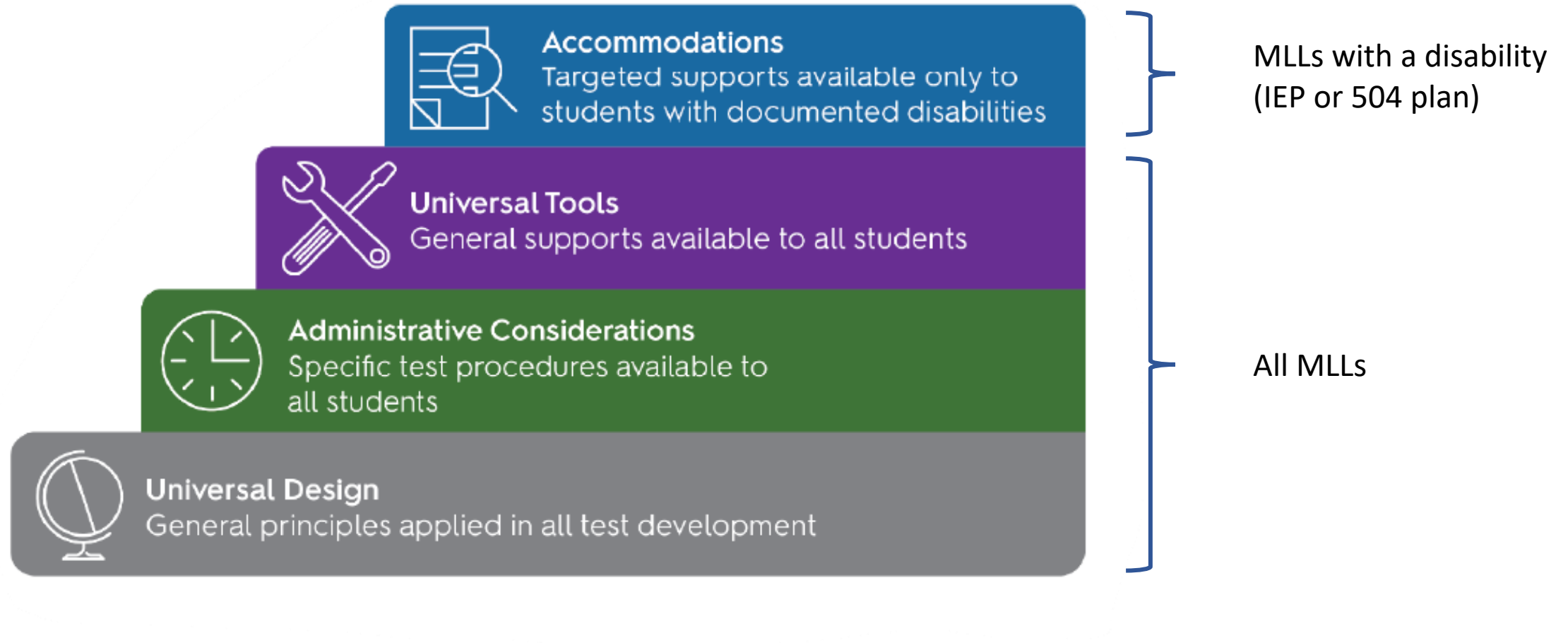
# Essential Documents and Resources for 2022

[www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations) or [www.wida.edu/resources](http://www.wida.edu/resources)

- **All state assessments:**
  - RISAP Accommodations and Accessibility Features Manual
- **Test-specific documents:**
  - 2021-22 Accessibility and Accommodations Manual
  - Accommodations Checklists:
    1. Online Accommodations Checklist
    2. Paper Accommodations Checklist
    3. Kindergarten Accommodations Checklist
    4. Alternate ACCESS Accommodations Checklist



# The WIDA Accessibility and Accommodations Framework



# Things to consider...

1. Accessibility features and accommodations ***do not and cannot*** take the place of rigorous instruction, high-quality curriculum and materials, and belief that students can, and will, learn.
2. Accessibility features and accommodations **are not designed to increase a student's score.**
3. Take time to find out what *this* student **needs and will use. Do not** make decisions for an individual student based on their status as an EL student.
4. Training students on how to use the test platform, testing procedures, and allowing them to practice the necessary computer skills will mean students are less anxious and will be able to concentrate more on the test.



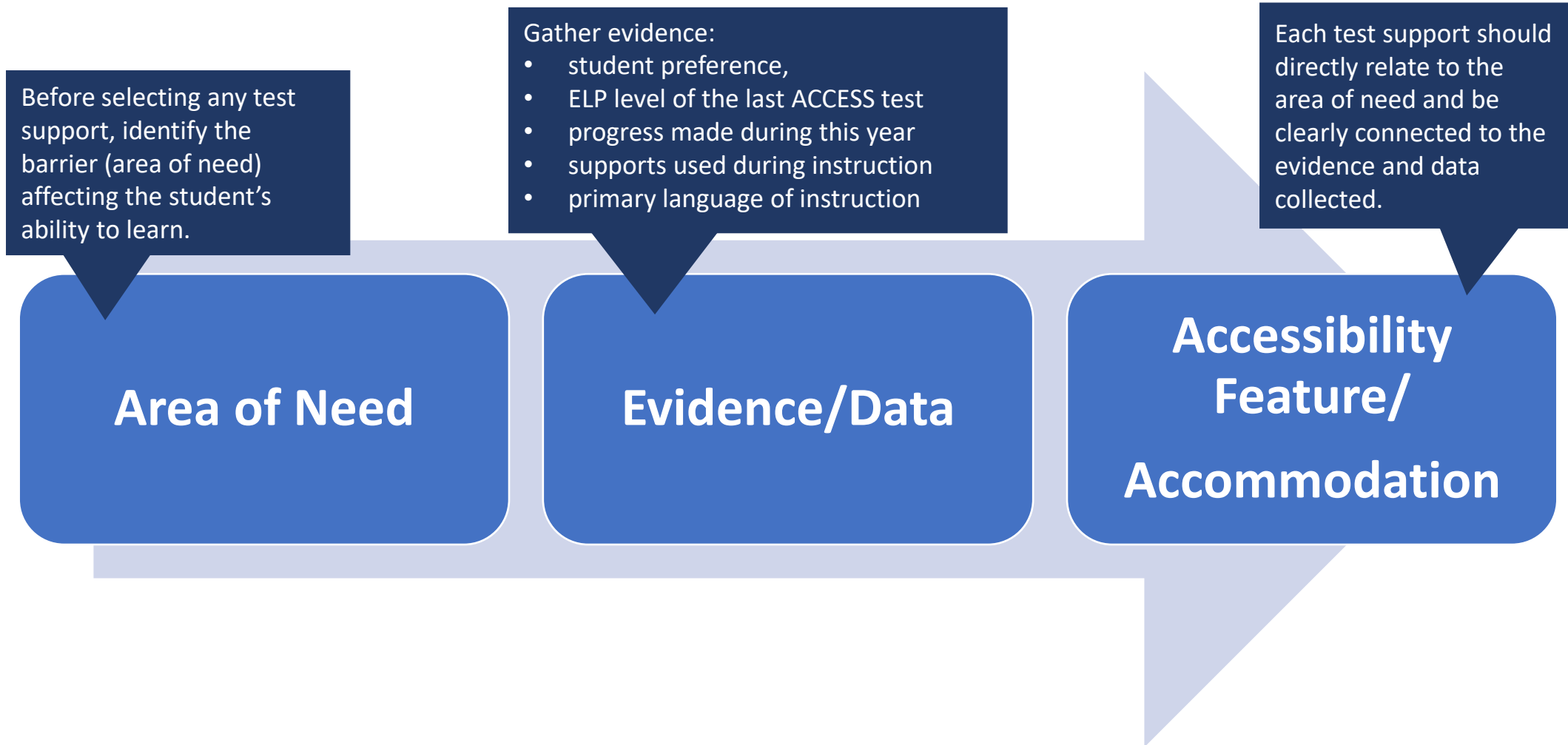


# Things to consider...

5. Accommodations provided on ACCESS must be included in the student's IEP or 504 Plan. *Testing may not begin until all accommodations are in the student's IEP or 504 Plan.*
6. **Only** students with disabilities who have an IEP or 504 Plan may use accommodations on ACCESS tests.
7. Accommodations used on tests like RICAS or SAT are not always transferrable to the ACCESS tests.
  - **Example:** bilingual dictionaries or glossaries are not allowed on ACCESS tests. ACCESS measures students' understanding of spoken and written English, not academic skills like their ability to calculate or their ability to understand complex texts and form written arguments.



# How to Select Test Supports



## Using ACCESS for ELLs Checklists

- Not all accommodations are allowed on every domain or test mode.
- Using an accommodation on a domain where it is not allowed is a testing irregularity.



### Accommodations: ACCESS for ELLs Online

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

District/School: \_\_\_\_\_ Grade: \_\_\_\_\_

Team Members: \_\_\_\_\_

## WIDA

ONLINE

PAPER

Accommodation	Listening	Reading	Speaking	Writing
Braille (BR): <i>Not available for the online format.</i>				
Extended Speaking test response time (ES): <i>Pre-select in WIDA AMS.</i>				
Extended testing of a test domain over multiple days (EM): <i>Provide written request and evidence of need to state education agency.</i>				
In-Person Human Reader (IR): <i>Read item text, graphics labels, and answer choices exactly as they appear.</i>				
Repeat In-Person Human Reader (RP): <i>Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.</i>				
Interpreter signs test directions in ASL (SD): <i>Sign administration instructions, test directions, and practice items. Do not sign scored items.</i>				
Large Print (LP): <i>Order materials in advance.</i>				
Manual control of item audio (MC): <i>Pre-select in WIDA AMS.</i>				
Repeat item audio (RA): <i>Pre-select in WIDA AMS.</i>				
Scribe (SR): <i>A trained adult records student responses during testing.</i>				
Student responds using a recording device, which is played back and transcribed by the student (RD): <i>Clear device after transcription.</i>				
Test may be administered in a non-school setting (NS): <i>Provide written request and evidence of need to state education agency.</i>				
Word processor or similar keyboarding device to respond to test items (WD): <i>Clear device after verbatim transcription.</i>				



## Using ACCESS for ELLs Checklists

- Not all accommodations are allowed on every domain.
- Using an accommodation on a domain where it is not allowed is a testing irregularity.

### Accommodations: Alternate ACCESS for ELLs



Completed by:

Date:

Student:

Student ID:

District/School:

Grade:

Team Members:

Accommodation	Listening	Reading	Speaking	Writing
Braille (BR): <i>Not available.</i>				
Extended Speaking test response time (ES): <i>Included in test design.</i>				
Extended testing of a test domain over multiple days (EM): <i>Provide written request and evidence of need to state education agency.</i>				
In-Person Human Reader (IR): <i>Included in test design.</i>				
Repeat In-Person Human Reader (RP): <i>Included in test design.</i>				
Interpreter signs test directions in ASL (SD): <i>Sign administration instructions, test directions, and practice items. Do not sign scored items.</i>				
Large Print (LP): <i>Included in test design.</i>				
Manual control of item audio (MC): <i>Included in test design.</i>				
Repeat item audio (RA): <i>Included in test design.</i>				
Scribe (SR): <i>A trained adult records student responses during testing.</i>				
Student responds using a recording device, which is played back and transcribed by the student (RD): <i>Clear device after transcription.</i>				
Test may be administered in a non-school setting (NS): <i>Provide written request and evidence of need to state education agency.</i>				
Word processor or similar keyboarding device to respond to test items (WD): <i>Clear device after verbatim transcription.</i>				



# Extended Time

WIDA Accessibility and Accommodation Manual, page 11

## Extended time of a test domain over multiple days

- Emergency Accommodation Form must be completed ([www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations))

**Extended Speaking test response time:** For students with cognitive, language processing, physical, or communication disabilities who need additional time:

- Twice the allowable time to respond to items on the Speaking test.
- Select in WIDA AMS prior to testing.
  - *Online format:* online test platform allows twice the standard response time.
  - *Paper format:* TAs pause the Listening and Speaking CD and allow the student to respond.



# Read Aloud Options

WIDA Accessibility and Accommodation Manual, pages 12-15

		Listening	Reading	Speaking	Writing
PAPER	In-Person Human Reader (item text, graphics labels, and answer choices)	Y	NO	Y	Y
	Repeat In-Person Human Reader (item text, graphics labels, and answer choices and repeat <i>once</i> )	Y	NO	Y	Y
ONLINE	Manual control of item audio	Y	NO	Y	Y
	Repeat item audio(can repeat as many times as possible except for Listening test [repeats once])	Y	NO	Y	Y

For students with documented needs relating to reading/print or focusing attention.

## NOTES for Paper Format:

- Test Administrators read from the Human Reader Accommodation Script (must be ordered in advance). This script substitutes for the Listening and Speaking CD and is used instead of the standard test script.
- You may need two test administrators to read any sections that contain dialog.
- Can repeat as many times as necessary except for Listening test, which can only be repeated once.

## NOTES for Online Format:

- Test administrators supplement pre-recorded audio by reading text answer choices and text labels in graphics.
- Graphics-only response options are not read or described.
- Can repeat as many times as necessary except for Listening test, which will repeat once.



# Interpreter Signs Test Directions

	Listening	Reading	Speaking	Writing
Interpreter signs test directions in ASL	Y	Y	Y	Y
Interpreter signs <i>test items</i> in ASL	N	N	N	N

**Only the test directions of each domain may be signed.**

- Scored items may not be signed.
- Any sign system may be used. Translator must be qualified in that sign system.
- Translator must follow the signing guidelines found in the RISAP Test Coordinator Handbook.

**Signing test items is not allowed on any domain.**

- **Listening Domain:** If the student does not know a sign system, then the Listening test should be omitted.



# Paper Editions

	Listening	Reading	Speaking	Writing
Paper	Y	Y	Y	Y
Large Print	Y	Y	Y	Y

- **Paper:** It is expected that students will take the ACCESS for ELLs tests on the computer unless they have a disability that prevents them from using the computer.
  - Students who are unfamiliar with using a computer should be given ample opportunity to practice before testing.
  - Instructions are in the Test Administrator Manual.
- **Large Print:** for students with visual impairments. Students may also use the embedded magnifier for computer tests.
  - 11x17 paper with 18-pt font.





# Scribe Options

	Listening	Reading	Speaking	Writing
Scribe	Y	Y	N/A	Y
Student Responds Using Recording Device	N	N	N/A	Y

- For students who:
  - have a disability that prevents them from using a computer, holding a writing instrument.
  - have a disability that prevents the student from expressing written language and who routinely requires dictation for writing during instruction.
  - Have a processing issue where the student would benefit from separating the process of responding to a test item and then writing their response.
- Transcription must be done as soon as possible by the test administrator (scribe) or the student (recording device).
- **NOTE:** If a student broke their writing arm, complete the Emergency Accommodation form and use either accommodation on all domains.



# Test Administered in Non-School Setting

	Listening	Reading	Speaking	Writing
Test Administered in Non-School Setting	Y	Y	Y	Y

- Accommodation may be used for students who are hospitalized, homebound, or in other medical or psychiatric setting.
- **NOT** for students engaged in remote learning.
- You don't have to notify RIDE.
- Test must be administered by school personnel trained to administer the ACCESS tests.
- School-issued laptop should be used for test administration.



# Unique Accommodation

Accommodations and Accessibility Features Manual, Appendix D: [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations)

- For students who may need an accommodation or test support that is not included in the regular list of ACCESS accommodations.
- Complete the Unique Accommodation Form and fax to 401-222-3605.
- If you have questions, please contact Heather Heineke at [heather.heineke@ride.ri.gov](mailto:heather.heineke@ride.ri.gov) or 401-222-8493.



# The Importance of Preparation

- Students who know what to expect are more relaxed and likely to engage in the assessment.  
This means:
  - They know how to navigate the online platform
    - How to log in, click the next button, etc.
  - They know how their accommodations (or other test supports) work
    - Scribe protocol, magnifier, highlighter, what can and can't be read aloud.
  - They have the skills needed for specific test items or tests:
    - Clicking the button to select their answer
    - Drag-and-drop
    - Speaking domain test practice



# Accessibility Features & Practice Tests

<https://wida.wisc.edu/assess/access/preparing-students/practice>

## TEST DEMO



Select which Test Demo you would like to view.

**ACCESS  
for ELLs®**

**WIDA  
Screeners**

## Practice with Online Assessments



Listening  
Reading  
Speaking  
Writing (Keyboarding)  
Writing (Handwritten)



# Part 4: Resources

WIDA

DRC

RIDE

Contacts



# WIDA Home Page

<https://wida.wisc.edu/>



[Assess](#) [Teach](#) [Grow](#)

Members/States



Login



## Rhode Island

[Memberships and Programs](#) < [WIDA Consortium](#) < Rhode Island

Member of the WIDA Consortium since 2004.

## Assessment

Rhode Island uses Kindergarten W-APT, WIDA MODEL for Kindergarten, and WIDA Screener (Grades 1-12) to identify English language learners (ELLs). ACCESS for ELLs is given to all ELLs during the annual testing window, which typically lasts from early January through mid-February.

## Testing Dates

**12/2/21-2/18/22**

WIDA AMS test setup available for test sessions

**12/21/21**

Districts receive test materials

**12/21/21-2/11/22**

Additional test materials ordering window in AMS

**1/10/22-2/18/22**

Test Window

**2/25/22**

Deadline for shipping completed test materials to DRC

**4/29/22**

Districts receive reports - Online

**5/12/22**

Districts receive reports - Printed



**RIDE**

Rhode Island  
Department  
of Education




# ACCESS Online & Paper Checklists



## RHODE ISLAND ACCESS for ELLs Online Checklist 2021-2022



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
Test delivery mode	Online	Testing Window	January 10, 2022 – February 18, 2022
WIDA member page	<a href="http://wida.wisc.edu/memberships/consortium/ri">wida.wisc.edu/memberships/consortium/ri</a>		
Online Resources			
<b>Training Courses</b> (login to Secure Portal required) <ul style="list-style-type: none"><li>• <a href="#">Online ACCESS for ELLs: Administration</a></li><li>• <a href="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li><li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li></ul> <b>Course Resources:</b> <ul style="list-style-type: none"><li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li></ul>		<ul style="list-style-type: none"><li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li><li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li><li>• <a href="#">Technology Resources</a></li><li>• <a href="#">Accessibility and Accommodations Resources</a></li><li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li></ul> <p>For more state-specific resources, visit your WIDA member page.</p>	
Checklist Key			
 District Test Coordinator (DTC) task		<b>Kindergarten</b> Applies to Kindergarten ACCESS only	
 School Test Coordinator (STC) task		<b>Alternate</b> Applies to Alternate ACCESS only	
 Test Administrator (TA) task			





# The WIDA Secure Portal

Resource Library   Recursos en español   WIDA Store   Members/States   Login   Search this Site



[Assess](#)   [Teach](#)   [Grow](#)   [About](#)   [Memberships and Programs](#)

## Redesigned WIDA Secure Portal is live!

[About](#) < [News](#) < Redesigned WIDA Secure Portal is live!

[Redesigned WIDA Secure Portal is live! | WIDA \(wisc.edu\)](#)



**RIDE** Rhode Island  
Department  
of Education

# The WIDA Secure Portal



[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#)

## My Profile

### Basic Info

First Name\*

First

Last Name\*

Last

Email Address/User Name ⓘ

flavia.moleabaker@ride.ri.gov

State/Territory/Agency (Account) ⓘ

Rhode Island Department of Education

District

Position Title\*

Other

Job Title\*

Other Position Title

Save

Change Email/Username

Change Password

My Non-Disclosure User Agreement

## Certifications

### Certifications

If you do not see a course certificate listed, this means you have not completed the course requirements. Please go to the course listing page to enter the course and complete the requirements.

### News Subscription Preferences

Thank you for your interest in receiving news from WIDA. Stay informed by letting us know your interest in the following:

☐ WIDA News

A monthly newsletter featuring news and updates that are relevant to anyone who has an interest in multilingual learner education

☒ WIDA Early Years News

A bi-monthly newsletter for Early Care and Education (ECE) practitioners who support multilingual learners from birth to five years old

☒ WIDA Español News

Quarterly newsletter to support educators working with bi/multilingual learners in Spanish-English bilingual settings

☒ WIDA Assessments

Occasional messages about English language development assessments and measurement

☒ WIDA ELD Standards

Occasional updates and resources about English language development standards

☒ Professional Learning

Occasional messages about learning opportunities such as WIDA workshops, webinars, eLearning, and the WIDA Annual Conference

☒ ELLs with Disabilities

Occasional messages for educators who support multilingual students with disabilities

WIDA subscription lists are only used to send messages directly from WIDA. Your contact information will not be sold or shared with any third parties. News and messages include information about new programs and services, events, outreach activities, surveys, featured educators, information about members states, and more.

Save

Clear All



[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#)

## Assessment Training

### Filter By

Topic

ACCESS Online

☐

ACCESS Paper

☐

Alternate ACCESS

☐

Kindergarten ACCESS

☐

Kindergarten W-APT

☐

Screener for Kindergarten

☐

Screener Online

☐

Screener Paper

☐

Screener Scoring

☐

Apply Filters

Clear Filters



### Alternate ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Alternate ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)



### Kindergarten ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)

Manage

My Profile

Manage Users

Manage Packages

Certification Report

Log Out

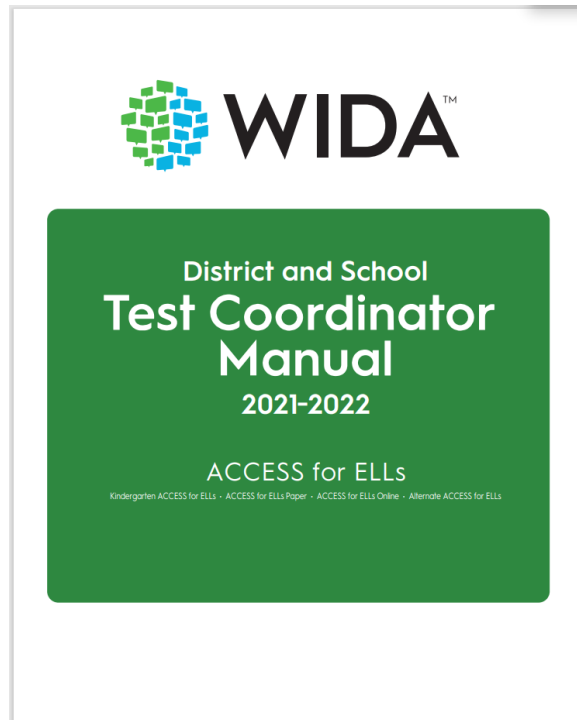


**RIDE** Rhode Island  
Department  
of Education

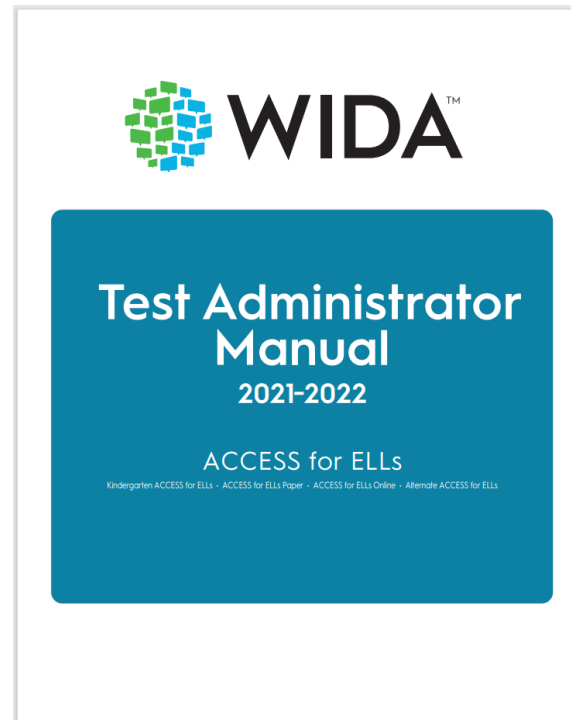
# Preparation Resources: Manuals

<https://portal.wida.us/resource/resourcelist>

## District and School Test Coordinator Manual



## Test Administrator Manual



The print copy of the ACCESS for ELLs Test Administrator Manual has an incomplete version of the **WIDA Writing Rubric Pre-K – Kindergarten**, which is located in the appendix. When scoring the Kindergarten ACCESS Writing test, test administrators should either refer to the online version of the [ACCESS for ELLs Test Administrator Manual](#), located in the WIDA Secure Portal, or the standalone [WIDA Writing Rubric Pre-K – Kindergarten](#), located in the Resource Library on the WIDA website.

# ACCESS Test Vendor

- Data Recognition Corporation (DRC) serves as the operational test vendor for ACCESS for ELLs and Alternate ACCESS for ELLs.



# Preparation Resources:

## WIDA AMS User Guide

DRC **INSIGHT**™  
ONLINE LEARNING SYSTEM



### **2021–2022 WIDA Assessment Management System (WIDA AMS)**

### **User Guide**

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

Direct: 1-855-787-9615  
Website: <https://www.wida-ams.us>  
Revision Date: September 7, 2021

- 1 book
- Located on the WIDA website
- Step-by-step instructions for using WIDA AMS

# Technology Requirements, Procedures, and Contingency Plans:

<b>Technology Requirements</b>	<a href="#">Supported System Requirements for ACCESS for ELLs and Screener</a> : describes the current system requirements recommend by WIDA for DRC INSIGHT and COS-SD.
<b>Procedures</b>	<a href="#">DRC Insight Technology User Guide</a> : describes how to configure, install, manage, and troubleshoot the DRC INSIGHT Online Learning System.
<b>Contingency plans</b>	<p><a href="#">Technology Troubleshooting and Issue Report Form</a>: provides examples of common technology issues and provides some easy troubleshooting tips. If you need to call DRC to report your issue, the form at the end of this document will help you gather the details you need to provide to customer service.</p> <p>For WIDA assessments which rely on the DRC INSIGHT Learning System, in the event of an impact to services, WIDA and DRC will follow a standard protocol to communicate with users typically via a DRC broadcast email. An impact to services includes issues that may affect a student’s ability to test, or issues that may impact test administrator/coordinator’s ability to manage or score tests.</p>

# RIDE Website

- RISAP Test Coordinator page:  
[www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)
  - RISAP Test coordinator handbook
  - Memos and webinars
  - State policies for all state assessments
  - Student participation information
  - Alternate Assessment eligibility
  - Assessment helpdesk information

The screenshot shows the RIDE (Rhode Island Department of Education) website. The header includes the RIDE logo, a language selection dropdown, and links for Home, News, and Events. Below the header is a navigation menu with categories: Students & Families, Teachers & Administrators, Instruction & Assessment, Information & Accountability, Funding & Finance, INSIDE RIDE, and BOARD OF EDUCATION. The main content area is titled "Rhode Island State Assessment Program (RISAP) Test Coordinator Information" and includes a breadcrumb trail: Home > Instruction & Assessment > Assessment > RISAP Test Coordinator Information. The page text states: "RIDE has consolidated the test coordination information for all of the assessments in RISAP onto this page, including state policy information." It also provides a link to the "general information section" for general topics. A table lists various resources with expandable icons (+):

Monthly Test Coordinator Webinar Presentations and Recordings	+
Test Coordinator Memos	+
RISAP Test Coordinator Handbook	+
Outplacement Schools	+
General Information for All Assessments	+
Help Desk Information for State Assessments	+
RISAP Participation Requirements for State Assessments	+
RISAP Individual Student Score Report Information	+

On the right side, there is a sidebar with links for Overview, Curriculum, and Assessment. The Assessment section is expanded, showing a list of links: RISAP Test Coordinator Information, Assessment Schedules, Assessment Manuals & Materials, Resources for Families, Statewide Assessment Training, Assessment Accommodations, Assessment Exemptions, Assessment Results, Released Items & Practice Tests, Technical Reports, One Percent Rule, Comprehensive Assessment System (CAS), Interim Assessments, AP Exam Waivers, and ACCESS for ELLs.



# RIDE Online Resources

Resource	Web Address
RISAP Test Coordinator Information	<a href="http://www.ride.ri.gov/TC">www.ride.ri.gov/TC</a>
ACCESS for ELLs	<a href="http://www.ride.ri.gov/ACCESS">www.ride.ri.gov/ACCESS</a>
Assessment Schedules	<a href="http://www.ride.ri.gov/Assessment-Schedules">www.ride.ri.gov/Assessment-Schedules</a>
Assessment Manuals & Materials	<a href="http://www.ride.ri.gov/Assessment-Manuals">www.ride.ri.gov/Assessment-Manuals</a>
Statewide Assessment Training	<a href="http://www.ride.ri.gov/Assessment-Training">www.ride.ri.gov/Assessment-Training</a>
Assessment Accommodations	<a href="http://www.ride.ri.gov/Assessment-Accommodations">www.ride.ri.gov/Assessment-Accommodations</a>
Medical Exemptions	<a href="http://www.ride.ri.gov/Assessment-Exemptions">www.ride.ri.gov/Assessment-Exemptions</a>
LEA / School Profile (Master Directory)	<a href="http://www2.ride.ri.gov/Applications/MasterDirectory/Organization_Default.aspx">http://www2.ride.ri.gov/Applications/MasterDirectory/Organization_Default.aspx</a>





# WIDA & DRC Contacts

<ul style="list-style-type: none"><li>• WIDA Secure Portal and ACCESS for ELLs training</li><li>• Test administration procedures</li><li>• Accommodations and accessibility procedures</li><li>• Understanding score reports</li></ul>	<p>WIDA Client Services <a href="mailto:help@wida.us">help@wida.us</a> 866-276-7735</p>
<ul style="list-style-type: none"><li>• WIDA AMS and DRC INSIGHT</li><li>• Data validation and accessing score reports</li><li>• Material ordering, management, and return</li><li>• Test booklet labels</li><li>• Damaged test booklets</li></ul>	<p>DRC Customer Service <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> 855-787-9615</p>



# RIDE Contacts

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General inquiries can be directed to

[assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)



# Questions?



# Thank you!

The recording and slide deck of this presentation will be posted to [www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training) by December 3.

